

BUILDING PERMIT APPLICATION

Property Information

Address _____ Lot _____
 Parcel ID _____ Lot/Unit/Suite No. _____ Zoning _____

Owner Information

Name _____
 Address _____
 City _____
 State _____ ZIP _____
 Phone _____
 E-mail _____

Project Type

New Building Addition/Alteration Repair/Replacement

Project Information

Description of Project _____ Total Sq Footage _____

Number of Structures _____ Number of Units _____ Construction Cost _____

Type of Frame: Masonry Structural Steel Wood Frame Reinforced Concrete
 Sewage Disposable: Private Public Water Supply: Private Public
 Heating Fuels: Gas Oil Electric Number of Bedrooms: _____
 Is there any air conditioning: Yes No Number of Bathrooms _____
 Is there a basement: Yes No

Contractor Information

Name _____ DBA _____ Registration No. _____
 Address _____ City _____ State _____ ZIP _____
 Phone _____ Fax _____ E-mail _____
 Signature x _____ Owner Authorized Agent

Notes

Submission Requirements

For new construction: submit all 7 requirements listed below. For new additions, garages, sheds, demolitions, misc.,
 Submit First Four.

1. Lot boundaries with all dimensions
2. Show any streets or alleys that border the property
3. Size, shape and location for existing buildings on the lot with distance to all lot lines
4. Size, shape and locations of the proposed construction, including distance to all lot lines
5. Location of proposed driveways and/or parking spaces
6. Location of proposed yard lights shall be located in front yard and 10 ft from front lot line and within 3 ft from driveway.
7. Proposed points of connection to water and sewer mains (No portion of shut offs in driveways or otherwise covered).
8. Two (2) sets of Construction Drawings. (Needs to be 11 by 17 or smaller)
9. Any construction larger than a duplex will be inspected by a third party at the expense of the Permit holder.