



Development Services Department

Building Permit Application

Plan submittal shall include:

1. A dimensional site plan in accordance with the checklist showing:
 - a. All property line
 - b. All easements and setbacks located on the lot
2. All existing and proposed structures including paving
3. Existing and proposed floor plan if altering
4. Scope of work / plan notes

PROJECT ADDRESS

Legal Description-
 Lot _____ Block _____ Subdivision _____ Section/Phase _____

APPLICANT (property owner or authorized agent) This will be the City's official contact.

Business Name _____ Name _____
 Address _____ City, State, Zip _____
 Email _____ Phone _____

PROPERTY OWNER INFORMATION

Name _____ Phone _____
 Address _____
 City, State, Zip _____ Email _____

GENERAL CONTRACTOR

Business Name _____ Name _____
 Address _____ City, State, Zip _____
 Email _____ Phone _____

Class of Work – (Separate permits are required for each class of work)

New _____ Addition _____ Repair _____ Remodel _____ Move _____ Demo _____ Driveway _____
 Swimming Pool _____ Foundation Repair _____ Other _____

Use of Building _____

Residential _____ Commercial _____ Multi-Family _____ Other _____

Description of Work

Existing Square Feet _____ Additional Square Feet _____ (for additions & accessory buildings)

Construction Type _____ Occupancy Group _____ Occupancy Load _____

Valuation of Work (labor and materials) \$ _____

Are Mechanical, Electrical, and Plumbing Subcontractors fees included? Yes _____ No _____

Mechanical Contractor _____ Job Cost \$ _____

Electrical Contractor _____ Job Cost \$ _____

Plumbing Contractor _____ Job Cost \$ _____

Please allow a minimum of ten (10) business days for all plan review. Resubmittals are subject to the same timeframe. Permit must be posted in view at the jobsite at all times.

Approved plans with City Approved stamp must be available on site at all times.

Under no circumstances will paid fees be refunded or transferred.

Any work or construction done prior to acquiring a permit may be charged double the total permitting fee.

\$50 Re-inspection fee for all failed inspections

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATING, OR AIR CONDITIONING. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OR CONSTRUCTION.

Property Owner/Authorized Agent Signature

Property Owner/Agent Printed Name

Date

FOR OFFICE USE ONLY

RECEIVED BY: _____ DATE: _____

REVIEWED BY: _____ DATE: _____

APPROVED: _____

DENIED: _____

REVISIONS REQUESTED: _____

NOTES:

BASE PERMIT FEE: _____ **\$25.00** +

PLAN REVIEW FEE: _____ +

PERMIT FEE: _____ +

TOTAL FEE: _____