

BUILDING PERMIT

INSTRUCTIONS

1. Prior to the erection or alteration of any structure, an application for a Building Permit shall be obtained.
2. Application forms for a Building Permit shall be provided and filled out in the office of the Zoning Administrator or Building Official. Either the owner or his contractor may obtain the certificate.
3. The applicant shall provide, at the time of application, a site plan drawn to scale showing the legal description of the real estate involved; location and size of all buildings, structures, yards and open space; width and length of all entrances and exits to and from said real estate; all adjacent and adjoining roads and highways; sufficient grades and elevations to establish the proper placement of buildings, adequate sewage disposal systems, the proper drainage of the property, the applicability of possible floodplains; and, the location and specifications of all signs, lighting, fencing, screening, landscaping and other such site improvements, if applicable.
4. No Building Permit shall be issued unless the site plan is submitted.

APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

Permit # _____

IMPORTANT – Applicant to complete all items in sections: I, II, III, IV, and VIII.

I. LOCATION OF BUILDING

AT (LOCATION) _____ ZONING DISTRICT _____

BETWEEN _____ AND _____
 (CROSS STREET) (CROSS STREET)

SUBDIVISION _____ LOT(s) _____ BLOCK _____ LOT SIZE _____

II. TYPE AND COST OF BUILDING – All applicants complete Parts A – E

<p>A. TYPE OF IMPROVEMENT</p> <p>1 <input type="checkbox"/> New building</p> <p>2 <input type="checkbox"/> Addition (If residential, enter number of new housing units added, if any, in Part D, 14)</p> <p>3 <input type="checkbox"/> Alteration (See 2 above)</p> <p>4 <input type="checkbox"/> Repair, replacement</p> <p>5 <input type="checkbox"/> Demolition (If multifamily residential, enter number of units in building in Part D, 14)</p> <p>6 <input type="checkbox"/> Moving (relocation)</p> <p>7 <input type="checkbox"/> Foundation only</p>	<p>E. PROPOSED USE – For “Demolition” most recent use</p> <table style="width:100%;"> <tr> <td style="width:50%; vertical-align: top;"> <p>Residential</p> <p>13 <input type="checkbox"/> One family</p> <p>14 <input type="checkbox"/> Two or more family – Enter number of units --- → _____</p> <p>15 <input type="checkbox"/> Transient hotel, motel, or dormitory – Enter number of units ----- → _____</p> <p>16 <input type="checkbox"/> Garage (900SF limit w/o CUP)</p> <p>17 <input type="checkbox"/> Carport</p> <p>18 <input type="checkbox"/> Other – Specify _____</p> </td> <td style="width:50%; vertical-align: top;"> <p>Nonresidential</p> <p>19 <input type="checkbox"/> Amusement, recreational</p> <p>20 <input type="checkbox"/> Church, other religious</p> <p>21 <input type="checkbox"/> Industrial</p> <p>22 <input type="checkbox"/> Parking garage</p> <p>23 <input type="checkbox"/> Service station, repair garage</p> <p>24 <input type="checkbox"/> Hospital, institutional</p> <p>25 <input type="checkbox"/> Office, bank, professional</p> <p>26 <input type="checkbox"/> Public utility</p> <p>27 <input type="checkbox"/> School, library, other educational</p> <p>28 <input type="checkbox"/> Stores, mercantile</p> <p>29 <input type="checkbox"/> Tanks, towers</p> <p>30 <input type="checkbox"/> Other – Specify _____</p> </td> </tr> </table>	<p>Residential</p> <p>13 <input type="checkbox"/> One family</p> <p>14 <input type="checkbox"/> Two or more family – Enter number of units --- → _____</p> <p>15 <input type="checkbox"/> Transient hotel, motel, or dormitory – Enter number of units ----- → _____</p> <p>16 <input type="checkbox"/> Garage (900SF limit w/o CUP)</p> <p>17 <input type="checkbox"/> Carport</p> <p>18 <input type="checkbox"/> Other – Specify _____</p>	<p>Nonresidential</p> <p>19 <input type="checkbox"/> Amusement, recreational</p> <p>20 <input type="checkbox"/> Church, other religious</p> <p>21 <input type="checkbox"/> Industrial</p> <p>22 <input type="checkbox"/> Parking garage</p> <p>23 <input type="checkbox"/> Service station, repair garage</p> <p>24 <input type="checkbox"/> Hospital, institutional</p> <p>25 <input type="checkbox"/> Office, bank, professional</p> <p>26 <input type="checkbox"/> Public utility</p> <p>27 <input type="checkbox"/> School, library, other educational</p> <p>28 <input type="checkbox"/> Stores, mercantile</p> <p>29 <input type="checkbox"/> Tanks, towers</p> <p>30 <input type="checkbox"/> Other – Specify _____</p>
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<p>B. OWNERSHIP</p> <p>8 <input type="checkbox"/> Private (individual, corporation, nonprofit institution, etc.)</p> <p>9 <input type="checkbox"/> Public (Federal, State, or local government)</p>	<p>C. COST</p> <p>10. Cost of improvement \$</p> <p style="margin-left: 20px;"><i>Installed but not included in above cost</i></p> <p style="margin-left: 20px;">a. Electrical</p> <p style="margin-left: 20px;">b. Plumbing</p> <p style="margin-left: 20px;">c. Heating, air conditioning</p> <p style="margin-left: 20px;">d. Other (elevator, etc.)</p>	<p>D. UTILITY SERVICE SPECIFICATIONS</p> <p>11. Size of Water Service</p> <p>12. Size of Electrical Service</p>	<p>(Omit cents)</p> <p>Nonresidential – Describe in detail proposed use of building, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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III. SELECTED CHARACTERISTICS OF BUILDING – For new buildings and additions, complete Parts F – M; for demolition, complete only Part K, for all others skip to IV.

<p>F. PRINCIPAL TYPE OF FRAME</p> <p>31 <input type="checkbox"/> Masonry (bearing weight, not façade)</p> <p>32 <input type="checkbox"/> Wood frame</p> <p>33 <input type="checkbox"/> Structural steel</p> <p>34 <input type="checkbox"/> Reinforced concrete</p> <p>35 <input type="checkbox"/> Other – Specify _____</p>	<p>H. TYPE OF SEWAGE DISPOSAL</p> <p>41 <input type="checkbox"/> Public (city system)</p> <p>42 <input type="checkbox"/> Private (septic tank, etc.)</p>	<p>K. DIMENSIONS</p> <p>49. Number of stories</p> <p>50. Total square feet of floor area, all floors, based on exterior dimensions</p> <p>51. Total land area, sq. ft.</p>	
<p>G. PRINCIPAL TYPE OF HEATING FUEL</p> <p>36 <input type="checkbox"/> Natural Gas</p> <p>37 <input type="checkbox"/> Oil</p> <p>38 <input type="checkbox"/> Electricity</p> <p>39 <input type="checkbox"/> Coal</p> <p>40 <input type="checkbox"/> Other – Specify _____</p>	<p>I. TYPE OF WATER SUPPLY</p> <p>43 <input type="checkbox"/> Public (city system)</p> <p>44 <input type="checkbox"/> Private (well, cistern)</p>	<p>L. NUMBER OF OFF-STREET PARKING SPACES</p> <p>52. Enclosed</p> <p>53. Outdoors</p>	<p>M. RESIDENTIAL BUILDINGS ONLY</p> <p>54. Number of bedrooms</p> <p>55. Number of bedrooms { Full</p> <p style="margin-left: 150px;">Partial</p>

IV. IDENTIFICATION – To be completed by all applicants				
Name		Mailing address – Number, street, city, and State	ZIP Code	Tel. No.
1. Owner or Lessee				
2. Contractor				
3. Architect or Engineer				
I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.				
Signature of applicant		Address	Application date	

-----DO NOT WRITE BELOW THIS LINE-----

V. PERMIT REVIEW & ADDITIONAL PERMITTING / FEES – To be completed by city staff		
Permit Type	Consideration	Cost
Building Permit	Fee based on value of the structure (required if over 100SF) \$1-\$499 – \$0 \$500-\$1,499 – \$25 \$1,500-over – \$50	
Electrical Permit	\$20 fee for work being inspected (no fee for work under \$100); Customer is responsible for cost of loop for new or upgraded service	
New Water Service Connection	Fee based on size of requested tap/service ¾" service - \$425 (allows for 100 ft. from main to meter) 1" service - \$550 (allows for 80 ft. from main to meter) Larger than 1" – actual cost to city, plus 10%	
Sewer Installation/Connection	\$50 permit/inspection fee \$45 for city sewer saddle (no fee if provide own, but must be approved by Water/Sewer Superintendent)	
New Private Sewer System	\$50 permit/inspection fee	
Streets, Excavation Permit	\$25 fee, plus cost of material to repair; Must file a \$5,000 performance bond with City Clerk, with this application	
Moving Building Permit	\$100 fee, plus cost for time of any city crews involved	
Fence Permit	\$10 permit/inspection fee for any of the following: building a new fence, extending an existing fence, or replacing 50% or more of an existing fence	
	Total	

VI. VALIDATION	
Building Permit number _____	Building Permit issued _____
Building Permit Fee \$ _____	Certificate of Occupancy _____
Additional Permit Fees \$ _____	
Approved by: _____	TITLE _____

VII. BUILDING AND ZONING ADMINISTRATOR'S NOTES

DISTRICT

USE

FRONT YARD

SIDE YARD

SIDE YARD

REAR YARD

NOTES

VIII. SITE OR PLOT PLAN – *For Applicant Use*

