



RESIDENTIAL BUILDING PERMIT

PROPERTY OWNER _____ PHONE # _____

MAILING ADDRESS _____ EMAIL ADDRESS: _____

SITE ADDRESS/PARCEL # _____ HOME OWNER CONDUCTING THE WORK? YES NO

| | | | |
|----------------------------------|------------------------|------------------------|---------------------|
| GENERAL CONTRACTOR | | Phone No. | Alternate Phone No. |
| Name: _____ | | | |
| Mailing address: _____ | | Zip: _____ | |
| E-mail Address: _____ | Town License No. _____ | | |
| BUILDING CONTRACTOR | | Phone No. _____ | |
| Name: _____ | | | |
| E-mail Address: _____ | | Town License No. _____ | |
| PLUMBING CONTRACTOR | | Phone No. _____ | |
| Name: _____ | | | |
| E-mail Address: _____ | Town License No. _____ | State Lic. # _____ | |
| ELECTRICAL CONTRACTOR | | Phone No. _____ | |
| Name: _____ | | | |
| Email: _____ | Town License No. _____ | State Lic. # _____ | |
| MECHANICAL CONTRACTOR | | Phone No. _____ | |
| Name: _____ | | | |
| Email: _____ | Town License No. _____ | | |
| ALTERNATE CONTRACTOR TYPE | | Phone No. _____ | |
| Name: _____ | | | |
| Email: _____ | Town License No. _____ | | |

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|--|--|---|---|
| PURPOSE OF PERMIT <input type="checkbox"/> NEW BUILDING <input type="checkbox"/> ADDITION <input type="checkbox"/> REMODEL <input type="checkbox"/> NEW SOLAR/REPAIR SOLAR <input type="checkbox"/> SHED (IF LESS THAN 150 SQ. FT.) <input type="checkbox"/> ACCESSORY BUILDING/GARAGE/CARPORT <input type="checkbox"/> COVERED PATIO/GAZEBBO/PERGOLA <input type="checkbox"/> DECK <input type="checkbox"/> OTHER _____ | <input type="checkbox"/> FENCE/WALL OR RETAINING WALL. NEW _____ REPLACE/REPAIR _____ MATERIAL: _____ CORNER LOT: _____ HEIGHT: _____ PICKET _____ SOLID _____ <small>(REFER TO THE FENCE HANDOUT, AND IF REPLACING LESS THAN 50% OF AN EXISTING FENCE, NO PERMIT IS NEEDED)</small> | TYPE OF PROJECT (NEW?) <input type="checkbox"/> SINGLE FAMILY DWELLING <input type="checkbox"/> DUPLEX DWELLING <input type="checkbox"/> MULTI FAMILY # OF UNITS _____ <input type="checkbox"/> GARAGE <input type="checkbox"/> OTHER | TYPE OF FOUNDATION <input type="checkbox"/> FOOTING/FND WALL <input type="checkbox"/> BASEMENT <input type="checkbox"/> CRAWLSPACE <input type="checkbox"/> SLAB ON GRADE TYPE OF CONSTRUCTION <input type="checkbox"/> WOOD FRAME <input type="checkbox"/> STRUCTURAL STEEL <input type="checkbox"/> MASONRY <input type="checkbox"/> REINFORCED CONCRETE <input type="checkbox"/> OTHER _____ |
|--|--|---|---|

INCLUDE A DESCRIPTION OF THE WORK BEING DONE LISTING THE INTENDED USE _____

NEW CONSTRUCTION:

OF BEDROOMS _____
 BATHROOMS FULL: _____ 3/4: _____ 1/2: _____
 NEW BASEMENT PLUMBING? YES NO
 HEIGHT OF BUILDING _____ # OF STORIES _____
 # OF FIREPLACES: _____ TYPE _____

EXISTING:

OF BEDROOMS _____
 BATHROOMS FULL: _____ 3/4: _____ 1/2: _____
 BASEMENT PLUMBING YES NO
 FIRE SPRINKLER INCLUDED? YES NO
 A/C INCLUDED? YES NO

| | | | |
|--|---|---|---|
| TYPE OF SEWER: <input type="checkbox"/> PUBLIC: _____ <input type="checkbox"/> PRIVATE: _____ (SEPTIC) | TYPE OF WATER: <input type="checkbox"/> PUBLIC: _____ <input type="checkbox"/> PRIVATE: _____ <input type="checkbox"/> WELL | HEATING PROVIDER: <input type="checkbox"/> NAT. GAS: _____ <input type="checkbox"/> PROPANE: _____ <input type="checkbox"/> ELECTRIC: _____ | ELECTRIC SERVICE PROVIDER: <input type="checkbox"/> XCEL <input type="checkbox"/> PVREA <input type="checkbox"/> OTHER _____ SIZE OF SVC: _____ AMPS |
|--|---|---|---|

| | | | |
|-------------------------|--------------------------------|--------------------------------------|--|
| SQUARE FOOTAGE: | VALUATIONS: | MASTER PLAN: | |
| MAIN LEVEL _____ | TOTAL VALUE \$ _____ | NUMBER/NAME _____ | |
| ADDITIONAL FLOORS _____ | LABOR COSTS \$ _____ | NEW MASTER PLAN? YES _____ NO _____ | |
| COVERED PORCH _____ | ELECTRICAL COST \$ _____ | SAME AS? YES _____ NO _____ | |
| GARAGE _____ | MATERIAL COSTS \$ _____ | STAFF NOTES (OFFICE USE ONLY) | |
| BASEMENT U/F _____ | PERMIT FEES: | | |
| BASEMENT FIN. _____ | Building Permit Fees: \$ _____ | | |
| CRAWLSPACE _____ | Plan Review Fees: \$ _____ | | |
| DECK _____ | Use Tax: \$ _____ | | |
| PATIO _____ | Total: \$ _____ | | |

THE FOLLOWING DOCUMENTS MAY BE REQUIRED FOR PERMIT APPLICATION AND REVIEW:

DIGITAL SUBMITTAL – FLASH DRIVE, EMAILED, UPLOADED ONLINE

SIGNED WAIVER FROM PROPERTY OWNER, IF TENANT IS APPLYING FOR A PERMIT

BUILDING GUIDE HANDOUT(S)

SUBMITTAL TO INCLUDE:

COMPLETED APPLICATION – SIGNED AND DATED

BUILDING PLANS – WALL SECTIONS, FLOOR PLAN, FRAMING PLAN, ELEVATIONS, DOOR AND WINDOW SCHEDULE, CABINET LAYOUT

ENGINEERED FOUNDATION DRAWINGS

PLOT PLAN – SHOW ALL DISTANCES TO LOT LINES, STRUCTURES

SITE GRADING PLAN STAMPED BY A CIVIL ENGINEER

MECHANICAL, PLUMBING, AND ELECTRICAL DRAWINGS

2006 ENERGY CODE COMPLIANCE DOCUMENTS

2012 BUILDING CODE COMPLIANCE DOCUMENTS

2020 ELECTRICAL CODE COMPLIANCE DOCUMENT

MANUAL J, S, D AND SUPPORTING DOCUMENTS

OTHER DOCUMENTS MAY BE REQUIRED TO BE SUBMITTED AS REQUESTED BY THE BUILDING DEPARTMENT.

Notice

The applicant, his agents and employees shall comply with all the rules, restrictions and requirements of the City and Building Codes governing location, construction, and erection of the above proposed work for which the permit is granted. The City or its agents are authorized to order the immediate cessation of construction at any time a violation of the codes or regulations appears to have occurred. Violation of any of the applicable codes or regulations may result in the revocation of this permit. Buildings MUST conform with plans, as submitted to the City. Any changes of plans or layout must be approved prior to the changes being made. Any change in the use or occupancy of the building or structure must be approved prior to proceeding with construction. **By signing this application, the applicant understands that the Homeowners Association (HOA), if applicable, may have additional requirements, restrictions, and guidelines to follow for construction.** The applicant is required to call for inspections at various stages of the construction, and in accordance with the aforesaid requirement, the applicant shall give the building inspector not less than one working days' notice to perform such activities. By my signature below, I acknowledge (1) that I am responsible for the payment of the plan review fee and the administrative review fee associated with this application regardless of whether I obtain the building permit or not, and regardless of any lapse in building permit approval; and (2) that before I am entitled to obtain a building permit for this property, I must pay any delinquent building permit fees associated with this property. Please see page 2 for additional notices regarding this building permit application.

APPLICANT INFORMATION AND ACKNOWLEDGEMENT OF NOTICE

| | |
|------------------------|---|
| Phone: | Email: |
| Address: | RECEIVE EMAIL NOTIFICATIONS: <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Staff Signature: _____ | Applicant Signature: _____ |
| Date: _____ | Date: _____ |