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**RESIDENTIAL BUILDING PERMIT & CERTIFICATE  
 OF OCCUPANCY APPLICATION**  
 Basement Finish • Remodel • Addition • Garage •  
 Deck (more than 30" above grade) •  
 Retaining Wall • Accessory Structures (120 sq. ft. or larger)

**A SITE PLAN DRAWING & FLOOR PLAN MUST BE SUBMITTED WITH THIS APPLICATION**

Date: \_\_\_\_\_ Valuation\*: \_\_\_\_\_  
 (Market value of improvements, excluding land)

Bldg.Fee: \$ \_\_\_\_\_  
 C/O: \$ 25.00  
 Issuance: \$ 25.00  
**TOTAL: \$ \_\_\_\_\_**

**A COPY OF THE PERMIT MUST BE KEPT ON SITE AT ALL TIMES**

The following information **MUST BE** supplied in order to process this application and thereby issue your permit. An incomplete application will delay your project until the information is provided.

**Lot #:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Addition:** \_\_\_\_\_

**Property/Project Owner Name:** \_\_\_\_\_  
 (First) (Last)

**Address of Project:** \_\_\_\_\_

**Name of Contractor:** \_\_\_\_\_

**Contractor's Address:** \_\_\_\_\_

\_\_\_\_\_  
 (City) (State) (Zip) (Email)

**Phone # Day Time:** ( ) \_\_\_\_\_ **Cell:** ( ) \_\_\_\_\_ **Fax:** ( ) \_\_\_\_\_

OFFICE USE ONLY: \_\_\_\_\_ Email Permit \_\_\_\_\_ USPS \_\_\_\_\_ Fax

**Electrical Contractor:** \_\_\_\_\_

**Plumbing Contractor:** \_\_\_\_\_

**Mechanical Contractor:** \_\_\_\_\_

**Project Description (check all that apply)\***  Accessory Structure (120 sq. ft. or larger)  Detached Garage  
 Deck (more than 30" above grade)  Retaining Wall  
 Basement Finish \_\_\_\_\_ Sq. Ft.  Other \_\_\_\_\_

\*Additional permits may be required

**Type of Work:**  Remodel  Repair  Addition

\_\_\_\_\_  
 \_\_\_\_\_  
 (Describe proposed work.)

**Structure and Lot information**

Lot Size: \_\_\_\_\_ Sq. Ft.      Width of Lot: \_\_\_\_\_      Depth of Lot \_\_\_\_\_

Plumbing Addition:  Full Bath     Half Bath    Total Fixtures \_\_\_\_\_ (Stools, Showers/Tubs, Sinks, Hot Water Tank)

Fireplace Addition:  Masonry     Prefabricated

**Minimum Setbacks Required By Zoning District**

**Actual Locations Proposed**

Front \_\_\_\_\_

Front \_\_\_\_\_

First Side \_\_\_\_\_

First Side \_\_\_\_\_

Second Side \_\_\_\_\_

Second Side \_\_\_\_\_

Rear \_\_\_\_\_

Rear \_\_\_\_\_

**USE THE FOLLOWING TO DETERMINE LOT COVERAGE ON THE PROPERTY:**

Proposed Addition	_____ sq. ft.
Existing House	_____ sq. ft.
Existing Garage	_____ sq. ft.
Existing Deck	_____ sq. ft.
Existing Accessory Building(s)	_____ sq. ft.

TOTAL \_\_\_\_\_ divided by lot size \_\_\_\_\_ sq. ft.

Total Lot Coverage Equals \_\_\_\_\_% (New and existing structures can't exceed 30% coverage)

Is the property in a FEMA Hazard Area:  Yes  No

**Does the property require a minimum pad elevation?**  Yes  No

*I understand that sleeping areas in basements must comply with the 2006 International Residential Code. I further understand that I am responsible for the structure passing a final inspection, assuring that any manholes on the subject property are not covered during building construction and assuring that the building will not be occupied prior to the issuance of a certificate of occupancy. I also agree to install appropriate erosion control measures in order to avoid dirt, sand and other material from accumulating within public street right-of-way (12.36 and 15.32).*

I hereby certify that the information given herein is correct and that I will comply with the zoning regulations and requirements of this application. I understand that a permit issued based on false statements, which are material to the issuance of this permit, shall make any issued permit null and void. Issued permits and/or certifications do not nullify any deed restrictions or restrictive covenants filed of record.

I acknowledge that if this permit is denied, the City will retain the \$25.00 issuance fee for administrative purposes.

\_\_\_\_\_  
Owner/Contractor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name/Signature

**PERMISSION IS HEREBY GRANTED TO PROCEED WITH THE WORK UPON RECEIPT OF BUILDING PERMIT.**

\_\_\_\_\_  
CITY PLANNER

\_\_\_\_\_  
BUILDING TRADES OFFICIAL or  
CITY ENGINEER

\_\_\_\_\_  
Permit Issue Date