



PERMIT# \_\_\_\_\_
ZONING DISTRICT \_\_\_\_\_

Application for Plan Review and Building Permit

Purpose

- Single Family Residence, Two-Family Residence, Commercial, Multi-Family Residence, Number of Units: \_\_\_\_\_

Applicant E-mail: \_\_\_\_\_

Residential:

Address: \_\_\_\_\_ Sub: \_\_\_\_\_ Lot: \_\_\_\_\_
Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Commercial:

Name of Business: \_\_\_\_\_
Type of Business or Service: \_\_\_\_\_
Address: \_\_\_\_\_ Phone: \_\_\_\_\_
Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_
Square Ft.: \_\_\_\_\_ Estimated Date of Occupancy: \_\_\_\_\_
Name of Shopping Center or Plaza: \_\_\_\_\_
Any signs proposed? \_\_\_\_\_ If yes, a Sign Permit Application must be submitted.

Contractor:

An Occupational License for all contractors and/or subcontractors performing any work within the scope of the permit is required prior to the issuance of the permit.
Name: \_\_\_\_\_ Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Project:

Zoning: \_\_\_\_\_ Use Group \_\_\_\_\_ Type Construction: \_\_\_\_\_
Estimated Cost of Construction: \$ \_\_\_\_\_
Is building site in floodplain? Yes [ ] No [ ] If yes, Floodplain Development Permit is required.
Has property been surveyed? Yes [ ] No [ ] Surveyor: \_\_\_\_\_

Notes:

[Empty box for notes]

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 agree to conform to all applicable laws of this jurisdiction.

Signature of Applicant Applicant's Name (Printed) Date

Approval: Public Works Zoning Officer Building Commissioner

**APPLICANT'S PLAN SUBMITTAL CHECKLIST**

- |   |   |
|---|---|
| <input type="checkbox"/> Checked Subdivision Requirements   | <input type="checkbox"/> Site Plan                      |
| <input type="checkbox"/> Building Site in floodplain? If yes, Floodplain Development Permit is required | <input type="checkbox"/> Soils Report                   |
| <input type="checkbox"/> Application filled out completely  | <input type="checkbox"/> Design Drawings                |
|   | <input type="checkbox"/> Subcontractor List (See Below) |

**Sub-Contractor List:**

**Excavation:**

Name _____	Contact _____
Address _____	Phone _____

**Foundation:**

Name _____	Contact _____
Address _____	Phone _____

**Framing:**

Name _____	Contact _____
Address _____	Phone _____

**Plumbing:**

Name _____	Contact _____
Address _____	Phone _____

**Electrical:**

Name _____	Contact _____
Address _____	Phone _____

**HVAC:**

Name _____	Contact _____
Address _____	Phone _____

**Drywall:**

Name _____	Contact _____
Address _____	Phone _____

**Painting:**

Name _____	Contact _____
Address _____	Phone _____

**Siding:**

Name _____	Contact _____
Address _____	Phone _____

**Other:**

Name _____	Contact _____
Address _____	Phone _____