**APPLICATION FOR**

**PLAN EXAMINATION AND**

**BUILDING PERMIT**

|  |  |  |  |  |  |  |  |
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| ***IMPORTANT – Applicant to complete all items in sections: I, II, III, IV, and IX.*** | | | | | | | |
| **I.**  **LOCATION**  **OF**  **BUILDING** | ZONING  AT (LOCATION)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DISTRICT\_\_\_\_\_\_\_\_\_\_\_  (NO.) (STREET)  BETWEEN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AND\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (CROSS STREET) (CROSS STREET)  LOT  SUBDIVISION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LOT\_\_\_\_\_\_\_\_\_ BLOCK\_\_\_\_\_\_\_\_\_\_\_\_ SIZE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **II. TYPE AND COST OF BUILDING** – *All* applicants complete Parts A - D | | | | | | | |
| 1. **TYPE OF IMPROVEMENT** 2. New building 3. Addition (If residential, enter number of new housing   units added, if any, in Part D, 13)   1. Alteration (See 2 above) 2. Repair, replacement 3. Wrecking (If multifamily residential, enter number of   units in building in Part D, 13)   1. Moving (relocation) 2. Foundation only   **B. OWNERSHIP**  8 Private (individual, corporation, nonprofit, institution, etc.)  9 Public (Federal, State, or local government) | | | | **D. PROPOSED USE** – *For “Wrecking” most recent use*  **Residential Nonresidential**  12 One family 18 Amusement, recreational  13 Two or more family – Enter 19 Church, other religious  Number of units……\_\_\_\_\_ 20 Industrial  14 Transient hotel, motel, or 21 Parking garage  dormitory – Enter number 22 Service station, repair garage  of units…………….\_\_\_\_\_\_ 23 Hospital, institutional  15 Garage 24 Office, bank, professional  16 Carport 25 Public utility  17 Other – *Specify*\_\_\_\_\_\_\_\_\_ 26 School, library, other educational  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 27 Stores, mercantile  28 Tanks, towers  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 29 Other – *Specify*\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| 1. **COST**   10. Cost of improvement…………….  *To be installed but not included in*  *the above cost.*   1. Electrical……………… 2. Plumbing…………… 3. Heating, air conditioning… 4. Other (elevator, etc.)………   11. TOTAL COST OF IMPROVEMENT | | | (*Omit cents*)  $\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Nonresidential – describe in detail proposed use of buildings, 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.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **III. SELECTED CHARACERISTICS OF BUILDING** – *For new buildings and additions, complete Parts E – L;*  *For wrecking, complete only Part J, for all others skip to IV.* | | | | | | | |
| 1. **PRINCIPAL TYPE OF FRAME**   30 Masonry (wall bearing)  31 Wood frame  32 Structural steel  33 Reinforced concrete  34 Other-*Specify*\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 1. **TYPE OF SEWAGE DISPOSAL**   40 Public or private company  41 Private (septic tank, etc.)   1. **TYPE OF WATER SUPPLY**   42 Public or private company  43 Private (well, cistern) | | | | 1. **DIMENSIONS**   48. Number of stories…………………  49. Height of building, ft………………  50. Total square feet of floor area, all  floors, based on exterior dimensions..  51. Total land area, sq. ft ……………….   1. **NUMBER OF OFF-STREET PARKING SPACES**   52. Enclosed………………………………  53. Outdoors……………………………… | \_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_ |
| 1. **PRINCIPAL TYPE OF HEATING FUEL**   35 Gas  36 Oil  37 Electricity  38 Coal  39 Other-*Specify*\_\_\_\_\_\_\_\_\_\_ | | 1. **TYPE OF MECHANICAL**   Will there be central air conditioning?  44 Yes 45 No  Will there be an elevator?  46 Yes 47 No | | | | 1. **RESIDENTIAL BUILDINGS ONLY**   54. Number of bedrooms………………..  55. Number of bathrooms:  a. Full………………………………..    b. Partial……………………………. | \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ |

**NOTES and Data** – (For department use)

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| **IV. IDENTIFICATION** – To be completed by all applicants | | | | | |
| Name | | | Mailing address – Number, street, City, and State | ZIP Code | Telephone No. |
| Owner or Lessee | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Contractor | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Builder’s License No. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 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/her/its 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**

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| **V. PLAN REVIEW RECORD** – *For office use* | | | | | | | |
| Plan Review Required | Check | Plan Review Fee | Date Plan Submitted | By | Date Plan Approved | By | Notes |
| BUILDING |  | $ |  |  |  |  |  |
| PLUMBING |  | $ |  |  |  |  |  |
| MECHANICAL |  | $ |  |  |  |  |  |
| ELECTRICAL |  | $ |  |  |  |  |  |
| OTHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | $ |  |  |  |  |  |

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| **VI. ADDITIONAL PERMITS REQUIRED OR OTHER JURISDICTION APPROVALS** | | | | | | | | | |
| Permit or Approval | Check | Date Obtained | Number | By | Permit or Approval | Check | Date Obtained | Number | By |
| **BOILER** |  |  |  |  | **PLUMBING** |  |  |  |  |
| **CURB OR SIDEWALK CUT** |  |  |  |  | **ROOFING** |  |  |  |  |
| **ELEVATOR** |  |  |  |  | **SEWER** |  |  |  |  |
| **ELECTRICAL** |  |  |  |  | **SIGN OR BILLBOARD** |  |  |  |  |
| **FURNACE** |  |  |  |  | **STREET GRADES** |  |  |  |  |
| **GRADING** |  |  |  |  | **USE OF PUBLIC AREAS** |  |  |  |  |
| **OIL BURNER** |  |  |  |  | **WRECKING** |  |  |  |  |
| **OTHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |  | **OTHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |  |

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| **VII. VALIDATION** |
| Building  FOR DEPARTMENT USE ONLY  Use Group \_\_\_\_\_\_\_\_\_\_\_\_\_  Fire Grading \_\_\_\_\_\_\_\_\_\_\_\_\_  Live Loading \_\_\_\_\_\_\_\_\_\_\_\_\_  Occupancy Load \_\_\_\_\_\_\_\_\_\_\_\_\_  Permit Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Building  Permit Issued \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Building  Permit Fee $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Certificate of Occupancy $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Drain Tile $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Approved by:  Plan Review Fee $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  TITLE |

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| **VIII. ZONING PLAN EXAMINERS NOTES** |
| DISTRICT |
| USE |
| FRONT YARD |
| SIDE YARD SIDE YARD |
| REAR YARD |
| NOTES |
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| **IX. ATTACH SITE OR PLOT PLAN AND CONSTRUCTION PLANS** |

NOTE: This Application will be reviewed for decision only after this form is completed, the applicable fee is received, and such other requirements of applicable City ordinances are satisfied.

*NOTE: By affixing signatures hereto, the Applicant and Owner hereby verify that: they have reviewed the applicable zoning and subdivision regulations; they are familiar with the specific requirements relative to this application; and they take full responsibility for this application. The above signatures further indicate that the information provided on this form and on any additional data attached hereto is true, complete, and accurate.*