**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** |  ZONINGAT (LOCATION)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DISTRICT\_\_\_\_\_\_\_\_\_\_\_ (NO.) (STREET)BETWEEN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AND\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (CROSS STREET) (CROSS STREET) LOTSUBDIVISION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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, recreational13 Two or more family – Enter 19 Church, other religious Number of units……\_\_\_\_\_ 20 Industrial14 Transient hotel, motel, or 21 Parking garage dormitory – Enter number 22 Service station, repair garage of units…………….\_\_\_\_\_\_ 23 Hospital, institutional15 Garage 24 Office, bank, professional16 Carport 25 Public utility17 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 frame32 Structural steel33 Reinforced concrete34 Other-*Specify*\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1. **TYPE OF SEWAGE DISPOSAL**

40 Public or private company41 Private (septic tank, etc.)1. **TYPE OF WATER SUPPLY**

42 Public or private company43 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 Gas36 Oil37 Electricity38 Coal39 Other-*Specify*\_\_\_\_\_\_\_\_\_\_ | 1. **TYPE OF MECHANICAL**

Will there be central air conditioning?44 Yes 45 NoWill 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** |
| BuildingFOR DEPARTMENT USE ONLYUse Group \_\_\_\_\_\_\_\_\_\_\_\_\_Fire Grading \_\_\_\_\_\_\_\_\_\_\_\_\_Live Loading \_\_\_\_\_\_\_\_\_\_\_\_\_Occupancy Load \_\_\_\_\_\_\_\_\_\_\_\_\_Permit Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BuildingPermit Issued \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BuildingPermit 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.*