



Date of Application \_\_\_\_\_

Application Number \_\_\_\_\_  
(for tracking purposes)

### Application for Building Permit

**PERMIT REQUESTED:** (Choose One)

- Building
- Siding
- Chimney
- Sign
- Demolition
- Swimming Pool
- Fence
- Foundation Only
- Roofing

**WORK CLASS:** (Choose those that apply)

- Abandonment
- Demolition
- Remodel
- Tenant Fit-out
- Addition
- Disconnection
- Removal
- Tenant Improvement
- Alteration
- Install
- Repair
- Change of Use
- New
- Service Change
- Conversion
- Relocation
- Temporary Service

**Applicant's Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_

**LOCATION OF WORK:**  
**Map/Block/Lot:** \_\_\_\_\_

**Contractor's Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_  
  
**Type of License:** \_\_\_\_\_  
**License #:** \_\_\_\_\_  
**Certificate of Insurance ?**  Yes  No  
**Insurance Expiration Date:** \_\_\_\_\_  
**Worker Compensation Form 7A, 7B, 7C?**  Yes  No

**Owner's Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_

**Architect's Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_

**BUILDING TYPE:** (Choose One)

- Residential
- Industrial
- Commercial
- Other \_\_\_\_\_

**CODE TYPE:**

- IBC
- IRC
- IEBC

**CHANGE OF USE:**  YES  NO

**CONSTRUCTION TYPE:** \_\_\_\_\_

**OCCUPANCY CODE:** \_\_\_\_\_

**BUILDING SPRINKLED:**  YES  NO

**DESIGN OCCUPANT LOAD:** \_\_\_\_\_

**ENTERPRISE ZONE:**  YES  NO

- REQUIRES:**  Certificate of Occupancy (CO)  
 Certificate of Approval (CA)

**DESCRIPTION OF WORK:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**"WORK ITEMS" - check all that apply to this application:**

- |   |   |   |
|---|---|---|
| <input type="radio"/> Accessibility Ramp - Commercial   | <input type="radio"/> Garage - Commercial - Addition    | <input type="radio"/> Single Family - Foundation Only   |
| <input type="radio"/> Accessibility Ramp - Residential  | <input type="radio"/> Garage - Commercial - Alteration  | <input type="radio"/> Single Family - New               |
| <input type="radio"/> Awning - Commercial               | <input type="radio"/> Garage - Commercial - New         | <input type="radio"/> Single Family - Remodel           |
| <input type="radio"/> Awning - Residential              | <input type="radio"/> Garage - Commercial - Remodel     | <input type="radio"/> Telecommunication Tower           |
| <input type="radio"/> Commercial - Addition             | <input type="radio"/> Garage - Residential - Addition   | <input type="radio"/> Temporary Structure - Commercial  |
| <input type="radio"/> Commercial - Alteration           | <input type="radio"/> Garage - Residential - Alteration | <input type="radio"/> Temporary Structure - Residential |
| <input type="radio"/> Commercial - Façade Improvement   | <input type="radio"/> Garage - Residential - New        | <input type="radio"/> Two Family - Addition             |
| <input type="radio"/> Commercial - New                  | <input type="radio"/> Garage - Residential - Remodel    | <input type="radio"/> Two Family - Alteration           |
| <input type="radio"/> Commercial - Other - new          | <input type="radio"/> Move Building                     | <input type="radio"/> Two Family - Foundation Only      |
| <input type="radio"/> Commercial - Remodel              | <input type="radio"/> Multi Family - Addition           | <input type="radio"/> Two Family - New                  |
| <input type="radio"/> Conversion (change # families) ≤2 | <input type="radio"/> Multi Family - Alteration         | <input type="radio"/> Two Family - Remodel              |
| <input type="radio"/> Conversion (change # families) >2 | <input type="radio"/> Multi Family - Foundation Only    | <input type="radio"/> Wheelchair Ramp - Residential     |
| <input type="radio"/> Deck - Addition - Commercial      | <input type="radio"/> Multi Family - New/condo          |   |
| <input type="radio"/> Deck - New - Commercial           | <input type="radio"/> Multi Family - Remodel            |   |
| <input type="radio"/> Deck - Replacement - Commercial   | <input type="radio"/> Residential - Other               |   |
| <input type="radio"/> Deck - Residential - Addition     | <input type="radio"/> Retaining Wall - Commercial       |   |
| <input type="radio"/> Deck - Residential- New           | <input type="radio"/> Retaining Wall - Residential >3'  |   |
| <input type="radio"/> Deck - Residential - Replacement  | <input type="radio"/> Shed - Commercial                 |   |
| <input type="radio"/> Elevator - Commercial             | <input type="radio"/> Shed - Residential                |   |
| <input type="radio"/> Elevator - Residential (exterior) | <input type="radio"/> Single Family - Addition          |   |
| <input type="radio"/> Elevator - Residential (interior) | <input type="radio"/> Single Family - Alteration        |   |

**FOUNDATION ONLY**  
**"WORK ITEMS"-Check all that apply to this application:**  
 Commercial - Foundation Only  
 Garage - Commercial - Foundation Only  
 Garage - Residential - Foundation Only

**OVER**

**FENCE** -please answer the following:

Corner Lot?  YES  NO      *Setback:*

Type of Fence \_\_\_\_\_ Front \_\_\_\_\_

Height of Fence \_\_\_\_\_ Rear \_\_\_\_\_

Depth of Footing \_\_\_\_\_ Side \_\_\_\_\_

**"WORK ITEMS"-Check all that apply to this application:**

Fence - Commercial       Fence - Residential

**ROOFING** -please answer the following:

Sq. ft. of roof \_\_\_\_\_ Front Width: \_\_\_\_\_

# Squares of roof \_\_\_\_\_ Rear Width: \_\_\_\_\_

Removing layers  YES  NO      Side Length: \_\_\_\_\_

# Coverings present \_\_\_\_\_

Material beneath roof \_\_\_\_\_

Type of roof covering \_\_\_\_\_

Manufacturer \_\_\_\_\_

Style of roof \_\_\_\_\_

Pitch of roof \_\_\_\_\_ Size of vent \_\_\_\_\_

Flashing type \_\_\_\_\_

Rafter size \_\_\_\_\_

Louver vent  YES  NO      Ridge vent  YES  NO

Ice & Water  YES  NO      Felt paper  YES  NO

Spacings \_\_\_\_\_

**"WORK ITEMS"-Check all that apply to this application:**

Roof - Commercial       Roof - Residential

**SWIMMING POOL** -please answer the following:

# Families \_\_\_\_\_ *Setback:*

Size of Pool \_\_\_\_\_ Front \_\_\_\_\_

Attached decks  YES  NO      Rear \_\_\_\_\_

Type of Pool:  Above Ground      Side \_\_\_\_\_

In-ground

Spa

Protection Provided:  Safety Gate  Alarm  Fence

**"WORK ITEMS"-Check all that apply to this application:**

Pool - Commercial       Pool - Residential

**DEMOLITION**-please answer the following:

# Stories \_\_\_\_\_ *Structure Size:*

# Families \_\_\_\_\_ Front \_\_\_\_\_

Permit bond required  YES  NO      Rear \_\_\_\_\_

Health Dept. Notified  YES  NO      Depth \_\_\_\_\_

Fence or barricade  YES  NO

Excavation Filled to Grade  YES  NO

Bldg purpose was \_\_\_\_\_

Disposal site \_\_\_\_\_

Asbestos Disposal site \_\_\_\_\_

**"WORK ITEMS"-Check all that apply to this application:**

Commercial       Residential

Accessory Structure

**SIDING**-please answer the following:

# Stories \_\_\_\_\_ *Structure Size:*

Fastener Type \_\_\_\_\_ Front \_\_\_\_\_

Type of Siding \_\_\_\_\_ Rear \_\_\_\_\_

Connected to \_\_\_\_\_ Width \_\_\_\_\_

Material Beneath Siding \_\_\_\_\_

Size Ground Connector \_\_\_\_\_

**"WORK ITEMS"-Check all that apply to this application:**

Siding - Commercial       Siding - Residential

**SIGN**-please answer the following:

Name on Sign \_\_\_\_\_

Sign Manufacturer \_\_\_\_\_

Sign License # \_\_\_\_\_

UL Listed ? Company  YES  NO      Sign  YES  NO

UL Number \_\_\_\_\_

**"WORK ITEMS"-Check all that apply to this application:**

Billboard       Canopy (letters)       Ground/Pylon Sign

Wall Sign       Directional Signs

**ESTIMATED COST: \$** \_\_\_\_\_

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 an authorized agent and we agree to conform to all applicable laws of this jurisdiction.

**APPLICANT'S NAME** (please print): \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**OWNER'S NAME** (please print): \_\_\_\_\_  
(Required for demolition permits)

**SIGNATURE:** \_\_\_\_\_

**For Inspector's Use Only - Do Not Write Below This Line:**

**Reviews Required?**

Delinquent Tax <input type="radio"/> Yes <input type="radio"/> No	_____	Water <input type="radio"/> Yes <input type="radio"/> No	_____
Zoning <input type="radio"/> Yes <input type="radio"/> No	_____	W.P.C. <input type="radio"/> Yes <input type="radio"/> No	_____
Inland/Wetland <input type="radio"/> Yes <input type="radio"/> No	_____	Traffic (City) <input type="radio"/> Yes <input type="radio"/> No	_____
City Plan <input type="radio"/> Yes <input type="radio"/> No	_____	Traffic (State) <input type="radio"/> Yes <input type="radio"/> No	_____
Fire Marshal <input type="radio"/> Yes <input type="radio"/> No	_____	Health <input type="radio"/> Yes <input type="radio"/> No	_____
Engineering <input type="radio"/> Yes <input type="radio"/> No	_____		

**Application Reviewed - OK to Issue Permit:**

Permit Fee: \$ \_\_\_\_\_

State Fee: \$ \_\_\_\_\_

CO Fee: \$ \_\_\_\_\_

Penalty Fee: \$ \_\_\_\_\_

**Total Fee:** \$ \_\_\_\_\_

\_\_\_\_\_  
(Authorizing Inspector's Signature)

**Cash/Check #** \_\_\_\_\_

