



Permit Number: _____

Corresponding Hearing: _____

APPLICATION FOR PERMIT

NOTE: *Please print. Incomplete applications will not be processed.*

By signing this application, you certify that you have read and examined the information and know it to be true and correct and that you will comply with all provisions of Law and Ordinance governing this type of work. The issuance of a permit, or subsequent inspections, does not relieve the owner from compliance.

Owner Information -

Is this a rental property? Y / N

Owner: _____

Address: _____

Phone: (_____) _____

Email: _____

Contractor Information -

Company: _____

Contact: _____

Address: _____

Phone: (_____) _____

Email: _____

Site Information -

Address: _____

Existing Use: _____

Subdivision: _____

Lot: # _____ Parcel: # _____

Proposed Use: _____

Project Information -

Type of Construction: _____

Square Footage: _____

Residential / Commercial / Industrial / Accessory / Other

Brief Description of project: _____

Cost of Labor & Materials: \$ _____

Height of Structure: _____

New Construction / Remodel / Other: _____

Applicant Information -

Print Name: _____

Phone: (_____) _____

Email: _____

Signature: _____

Date: _____

Please contact me by: phone / email

All Permits – Other items may be required on a case by case basis

- Copy of Recorded Deed, available at the Office of the Recorder in the Courthouse
 - Purchase Agreement, if applicable
 - Owner/HOA Permission, if applicable
 - Restriction Agreement, if applicable
- Detailed Site Plan, include locations of existing and proposed structures
 - Tree preservation and Landscape plans
 - Note Easements and Utility locations
 - Grade work, if applicable
- Detailed Construction Plans
 - List of Materials including frame
 - Floorplan including foundation
 - Electrical and Plumbing stub-ins
- Proof of an 811 ticket number prior to excavation
- Sewer Tap (and other new utilities) connection receipt (or Septic Permit, if applicable)

Mobile Homes

- Purchase Agreement or Title, including VIN number
- Moving Permit from County Treasurer’s office where home is currently located

Demolition

- Verification that all utilities have been disconnected AND removed
- Waste/Debris disposal plan
- Asbestos inspection for all eligible structures

Business and Industrial

- State approved Construction Design Release
- Utility Forum approval from Board of Works, etc.
- Development Plan Approval by Plan Commission
- Public Improvement Bonds

Wireless Communications Tower

- Summary of need for new construction

DO NOT WRITE BELOW THIS LINE - SEE CHECKLIST FOR ITEMS TO SUBMIT WITH PERMIT

Review: _____ / _____ **FEE: \$** _____ **AUTH: #** _____

STAFF USE ONLY:

Zoning: _____ Lot Size: _____ Road Frontage: _____ Overlay District: _____

Floodplain: Y / N eFARA: Y / N Surveyor: _____ BFE: _____ FP Inspections: 1 _____ 2 _____ 3 _____

NOTES: