BUILDING/ZONING PERMIT APPLICATION

WHEN SUBMITTING THIS APPLICATION, INCLUDE THE FOLLOWING:

1) Overhead view of the property showing the exact length and width of the property.
2) All existing and proposed structures must be indicated with their dimensions and locations from property lines (for structures near streets or alleys, measurements can be taken from the centerline of the street or alley)
3) All parking or driveway areas must be indicated.
4) A detailed site plan (plan must be drawn with straight lines and on a clear 8 ½ X 11 or larger sheet of paper)
5) For 1,2, & 3 family residential housing starts or additions or non-residential development: Full set of detailed drawings to determine compliance with applicable building/zoning codes.

Application requests shall be processed in the order in which received and approved or disapproved within 30 days upon receipt of such request. Incomplete applications may require resubmission.

PROJECT ADDRESS _____

APPLICANT'S NAME: _____ Phone No _____

Address _____

PROJECT ADDRESS OWNERS'S NAME: _____

Address _____ Phone No. _____

CONTRACTOR'S NAME _____ Phone No. _____

Address _____

ESTIMATED COST FOR PROJECT _____

DESCRIPTION OF PROPOSED PROJECT (INCLUDE SQUARE FOOTAGE AND DIMENSIONS):

_____

Applicant's Signature _____ Date _____

Owner's Signature _____ Date _____

OFFICIAL USE ONLY

Zoning _____   **Floodplain** ☐Yes ☐No / **Application** ☐Approved ☐Disapproved

Comments _____

Official's Signature _____ Date _____

SAMPLE SITE DRAWING

➢ INDICATE DIMENSIONS OF ADDITIONS OR STRUCTURES
➢ INDICATE DISTANCES FROM ALL PROPERTY LINES (GIVE DISTANCES FROM CENTERLINE OF STREET/ALLEY)
➢ INDICATE IF THERE ARE PROPERTIES ON EITHER SIDE OF THE PROPOSED SITE

STREET NAME   (centerline)

PORCH
ADDITION

HOUSE NUMBER

ROOM
ADDITION

GARAGE/SHED
ADDITION

Alley