



BUILDING – ZONING PERMIT

Permit No _____ - _____

- Building Permit
- Zoning Permit
- Sign Permit
- Fence
- Demo w/o utilities
- other

Site Address _____
 Owner _____
 Phone _____
 Owner's Address _____

Contractor _____
 Phone _____
 Contractor Registration Number _____
 Zoning District _____

Activity Type:

- New Const.
- Addition
- Alteration
- Repair
- Occupancy Change
- Change of Use

Other: _____
 Lot No. _____
 Parcel No. _____
 Present Occupancy _____
 Proposed Occupancy _____
 Estimated Construction cost _____
 Approved State Plans- Yes No Pending

Activity description:

Additional information required for processing this application may include:

1. When required two (2) copies of a site plan drawn to scale on an 8 1/2" x 11" or 11" x 17" sheet showing:
 - a. Shape and dimensions of lot with front, rear and side yard dimensions shown.
 - b. Exact size, location and dimensions of existing and proposed structures or alterations.
 - c. Sanitary sewer, water service information.
2. Additional information as required by the Zoning Inspector.
3. Owner shall keep a copy of this permit on the premises during construction.
4. Building permit expires in six (6) months - Zoning permit expires in one (1) year.
5. After completion of a new structure, applicant shall request (in writing) a Certificate of Occupancy
6. Owner's Affidavit: If the applicant is other than the property owner, this application shall be accompanied by a duly verified affidavit from the owner or applicant that the proposed work and application is authorized by the owner.

If permit is disallowed applicant has 20 days from review date to file an appeal.

Notice: The approval of this permit does not approve of or establish any property boundaries or supercede any private easements recorded with the property. The property owner is responsible for identifying all property boundaries and ensuring the development standards required for the zoning district in which the property is located are met. The property owner is also responsible to ensure development is not in conflict with any private easements held on the property. Any GIS map provided by this office does not reflect a legal description of the property lines, a surveyor should be contracted to perform a boundary survey in order to establish the legal boundaries of the property lines should their location be in question.

Applicant's Initials: _____

Applicant's Signature _____ Date _____

Approved By _____ Date _____

Permit may be revoked by the Zoning Appeals Board if necessary

Payment Amount: _____

Receipt Number: _____