

Bradley D. Sellers, Mayor



Melvin Lester, Building Commissioner

Ted Sims, Chief of Housing

# BUILDING PERMIT APPLICATION

Permit #	Fee:	Date:
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Project Address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Estimated Cost of Work: \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

New  Alteration  Addition  Remodel  Miscellaneous  Footer

Description of Work: \_\_\_\_\_

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Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_

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Contractor Name: \_\_\_\_\_

Contractor Representative: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

(Registration, bond, and certificate of insurance required)

Application is hereby submitted for a permit to erect or alter a structure as described in this application and all accompanying paperwork/drawings which are part of this application. The undersigned agrees to build in accordance with all applicable codes, ordinances of the City, and laws of the State, and to request inspections as required, and to adhere to plans and specifications as submitted with any corrections, and understand that any violation of these conditions voids the permit. The undersigned swears and affirms that the information herein is true and accurate and acknowledges that the filing of an application containing false or incorrect information with the intent to avoid the licensing, permit, or tax requirements of the State or this City is falsification and voids this permit. Additional permits may be required.

**It is hereby specifically agreed that the undersigned will notify the Building Department to inspect the following:** footings, foundations, waterproofing, sewers, fire protection systems, plumbing, electrical, and drains before drywall; fixtures, furnaces, boilers, and any other things specified by the Building Department.

Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

**All fees must be in the form of company check, certified check, or money order.  
We do not accept cash, personal check, or credit card.**

\_\_\_\_\_  
Approval

**FOUNDATION ONLY PERMIT**

Footer Foundation Only Permit will require the permit fee and remaining balance of Engineering (Professional Service) Deposit. Construction and Landscaping Deposits will be due upon Rough Grade approval.

	Residential	Commercial
Foundation Permit	\$126.25	\$126.25
Engineering Deposit	\$750.00	\$1500.00

Once **approval** is received for Phase I Footer Foundation Permit a Phase II Building Permit may be applied for and all further deposits are due before issuance of a building permit.

Residential Subtotal \_\_\_\_\_ x 1.01 (1% state surcharge) = \_\_\_\_\_  
Commercial Subtotal \_\_\_\_\_ x 1.03 (3% state surcharge) = \_\_\_\_\_

**ADDITIONS**

**Res** - Sq. ft. of gross floor area of all stories \_\_\_\_\_ x \$0.40 = \_\_\_\_\_ (Minimum\$150.00) + \$50.00 base fee =  
Subtotal \_\_\_\_\_ x 1.01 (1% state surcharge) = \_\_\_\_\_

**Com**- Sq. ft. of gross floor area \_\_\_\_\_ x \$0.35 = \_\_\_\_\_ (Minimum\$750.00) + \$50.00 base fee =  
Subtotal \_\_\_\_\_ x 1.03 (3% state surcharge) = \_\_\_\_\_

**ALTERATIONS**

(Interior and exterior and/or exterior site alterations – includes fixed equipment, damage repair, and fire damage repair)

**Res** - Valuation \_\_\_\_\_ / \$1000 = \_\_\_\_\_ x \$8.50 = \_\_\_\_\_ (Minimum \$50.00) + \$50.00 base fee =  
Subtotal \_\_\_\_\_ x 1.01 (1% state surcharge) = \_\_\_\_\_

**Com** - Valuation \_\_\_\_\_ / \$1000 = \_\_\_\_\_ x \$15.00 = \_\_\_\_\_ (Minimum \$250.00) + \$50.00 base fee =  
Subtotal \_\_\_\_\_ x 1.03 (3% state surcharge) = \_\_\_\_\_

**NEW CONSTRUCTION**

**Res** - Sq. ft. of gross floor area (all stories) \_\_\_\_\_ x \$0.35 = \_\_\_\_\_ (Minimum \$1500.00) + \$50.00 base fee=  
Subtotal \_\_\_\_\_ x 1.01 (1% state surcharge) = \_\_\_\_\_

**NEW COMMERCIAL BUILDING STRUCTURES**

**Com** - Sq. ft. of gross floor area (all stories) \_\_\_\_\_ x \$0.35 = \_\_\_\_\_ (Minimum \$4000.00) + \$50.00 base fee =  
=  
Subtotal \_\_\_\_\_ x 1.03 (3% state surcharge) = \_\_\_\_\_

**SECONDARY, ACCESSORY, AND APPURTENANT STRUCTURES OR BUILDINGS**

**Res** - Sq. ft. of gross floor area \_\_\_\_\_ x \$0.25 = \_\_\_\_\_ (Minimum \$25.00) + \$50.00 base fee =  
Subtotal \_\_\_\_\_ x 1.01 (1% state surcharge) = \_\_\_\_\_

**Com** - Sq. ft. of gross floor area \_\_\_\_\_ x \$0.35 = \_\_\_\_\_ (Minimum \$100.00) + \$50.00 base fee =  
Subtotal \_\_\_\_\_ x 1.03 (3% state surcharge) = \_\_\_\_\_

## Miscellaneous Building Permit Fees

ITEM	COMMERCIAL	RESIDENTIAL	PRICE
<b>Base Fee</b>	1 @ \$50.00 =	1 @ \$50.00 =	\$50.00
Antenna – communications tower	@ \$3000.00 =		
Antenna Satellite dish	@ \$100.00 =		
Antenna – Co-location on existing antenna	@ \$600.00 =		
Apron new or replacement	@ \$30.00 =	@ \$20.00 =	
Cranes or derricks	@ \$25.00 =		
Decks – exterior wooden (per sq. ft. of gross floor area) (Minimum \$100.00)	@ \$0.25 =	@ \$0.25 =	
Driveways new or replacement	@ \$50.00 =	@ \$35.00 =	
Driveway widening	@ \$40.00 =	@ 25.00 =	
Elevators – Passenger (per story) (Minimum \$50.00)	@ \$10.00 =	@ \$10.00 =	
Elevators – Freight (per story) (Minimum \$25.00)	@ \$10.00 =	@ \$10.00 =	
Fences up to 200 linear feet	@ \$50.00 =	@ \$30.00 =	
Fences over 200 linear feet	@ \$100.00 =	@ \$40.00 =	
Garage base new or replacement	@ \$50.00 =	@ \$20.00 =	
Moving a building on rollers on a public street or portion thereof	@ \$2500.00 =	@ \$2500.00 =	
Moving a building on carry-alls on a public street or portion thereof	@ \$2500.00 =	@ \$2500.00 =	
Moving a building without traveling a public street or portion thereof	@ \$1000.00 =	@ \$1000.00 =	
Parking lot construction or additions (per 150 spaces or fraction thereof)	@ \$200.00 =		
Parking lot striping	@ \$75.00 =		
Periodic sales of stock or inventory in a U-6 district	@ \$75.00 =		
Public sidewalk	@ No Charge =	@ No Cost =	
Retaining walls greater than 18” in height	@ \$100.00 =	@ \$30.00 =	
Roof	@ \$50.00 =	@ \$50.00 =	
Service Walk	@ \$25.00 =	@ \$10.00 =	
Siding vinyl or aluminum or re-siding with other materials	@ \$200.00 =	@ \$100.00 =	
Steps/stairway replacement (ext. porches)	@ \$100.00 =	@ \$50.00 =	
Storage Tanks 3,000 gallons or under	@ \$30.00 =	@ \$30.00 =	
Storage Tanks over 3,000 gallons and not more than 12,000 gallons	@ \$40.00 =	@ \$40.00 =	
Storage Tanks over 12,000 gallons and not more than 20,000 gallons	@ \$50.00 =	@ \$50.00 =	
Storage Tanks over 20,000 gallons and not more than 50,000 gallons	@ \$70.00 =	@ \$70.00 =	
Storage Tanks over 50,000 gallons and not more than 100,000 gallons	@ \$150.00 =	@ \$150.00 =	
Swimming pools	@ \$500.00 =	@ \$150.00 =	
Tent permits (canopies) up to 120sq. ft	@ \$100.00 =	@ \$20.00 =	
Tent Permits in excess of 120 sq. ft per tent	@ \$200.00 =	@ \$20.00 =	
Temporary construction equip. (trailers, dumpsters, etc.) (per day) (Minimum \$50.00)	@ \$1.25 =	@ \$1.00 =	
Additional Inspections (Permit work fees will include a rough-in and final inspection)	@ \$100.00 =	@ \$100.00 =	
State Surcharge	Subtotal x 3% =	Subtotal x 1% =	
	<b>TOTAL</b>		

Deposits for construction are required for the construction, enlargement, and/or alteration of any structure as described below:

	<b>Residential</b>	<b>Commercial</b>
Construction Deposit	\$1000.00	\$3000.00
Landscaping Deposit	\$3500.00	\$3500.00
Inspection Fee Deposit (New)	\$500.00	\$1280.00
Alteration Insp. Fee Deposit	\$200.00	\$500.00
Professional Services Deposit	\$750.00	\$2000.00

In the event that the moneys herein deposited by the applicant are not sufficient, then the applicant shall be required to deposit additional moneys in series of five hundred dollars (\$500.00) as requested by the City.

Remaining Balance of Professional Service Deposit is due upon application for Footer Foundation Permit  
Construction & Landscaping Permits are due upon application for Building Permit.

TOTAL DEPOSITS \$ \_\_\_\_\_

TOTAL DEPOSITS \$ \_\_\_\_\_

**TOTAL FEES DUE**

TOTAL PERMIT FEES \$ \_\_\_\_\_

TOTAL DEPOSITS \$ \_\_\_\_\_

TOTAL FEES DUE \$ \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Date of Approval**

Planning Commission \_\_\_\_\_

City Council \_\_\_\_\_

Board of Zoning \_\_\_\_\_

Plan Review \_\_\_\_\_

Foundation Only \_\_\_\_\_

Complete Approval \_\_\_\_\_

Footer & Foundation Approval \_\_\_\_\_

Administrative Staff \_\_\_\_\_