

**XYZ Municipality**  
**Application for Building/Zoning Permit**  
(2003 International Building Code Series is enforced)

**PROPERTY INFORMATION**

Property Location: \_\_\_\_\_ Municipality: \_\_\_\_\_  
City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_ Tax Map: \_\_\_\_\_ Parcel: \_\_\_\_\_  
Subdivision Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_  
Zoning: \_\_\_\_\_ (Agri, R-1, R-2, ...C-1, C-2, Conservation, etc)

**OWNER INFORMATION**

Owner/Leasee: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**CONTRACTOR INFORMATION**

Contact: \_\_\_\_\_ Contractor: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**BUILDING/ZONING PERMIT INFORMATION**

Scope of Work: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Description of Work: \_\_\_\_\_  
New \_\_\_\_\_ Repair \_\_\_\_\_ Addition \_\_\_\_\_ Demolish \_\_\_\_\_ Alter \_\_\_\_\_ Move \_\_\_\_\_ # of sty \_\_\_\_\_  
Estimated Cost of Work: \_\_\_\_\_ Estimated Start Date: \_\_\_\_\_  
Located in Historic District: Y / N Located in Flood Plain: Y / N Type of HVAC: \_\_\_\_\_  
Water System : Public \_\_\_\_\_ Private \_\_\_\_\_ Permit #: \_\_\_\_\_  
Sewage Disposal: Public \_\_\_\_\_ Private \_\_\_\_\_ Permit #: \_\_\_\_\_  
Plumbing: Public \_\_\_\_\_ Private \_\_\_\_\_ Permit #: \_\_\_\_\_

**Point of Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**CERTIFICATION**

I hereby certify that I am the owner of record of the named property, or 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 his authorized agent and I agree to conform to all applicable laws of this jurisdiction. I further certify that information given is true and correct to the best of my knowledge.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**INSPECTOR NOTES/OFFICE USE ONLY**

Plans Required: Y / N      Joint Plan Review Required: Y / N  
Residential:    One Family Dwelling Y / N    Two Family Dwelling Y / N    Accessory Structure Y / N  
Non-Residential: Specific Use \_\_\_\_\_ Use Group \_\_\_\_\_  
Changes in use: Y / N If Yes, indicate former use: \_\_\_\_\_  
Maximum Capacity Load: \_\_\_\_\_ Maximum Live Load: \_\_\_\_\_

**Building Plan Review:**

Approved: \_\_\_\_\_ Not App'd: \_\_\_\_\_ Date: \_\_\_\_\_ Code Official: \_\_\_\_\_

**Electric Plan Review:**

Approved: \_\_\_\_\_ Not App'd: \_\_\_\_\_ Date: \_\_\_\_\_ Code Official: \_\_\_\_\_

**Plumbing Plan Review:**

Approved: \_\_\_\_\_ Not App'd: \_\_\_\_\_ Date: \_\_\_\_\_ Code Official: \_\_\_\_\_

**Mechanical Plan Review:**

Approved: \_\_\_\_\_ Not App'd: \_\_\_\_\_ Date: \_\_\_\_\_ Code Official: \_\_\_\_\_

**Zoning Plan Review:**

Approved: \_\_\_\_\_ Not App'd: \_\_\_\_\_ Date: \_\_\_\_\_ Code Official: \_\_\_\_\_

**Permit Fees:**

- Building Permit Fees: . . . . . \_\_\_\_\_
- Zoning Permit Fees: . . . . . \_\_\_\_\_
- Electrical Permit Fees: . . . . . \_\_\_\_\_
- Electrical Inspection Fees: . . . . . \_\_\_\_\_
- Plumbing & Mechanical Permit Fees: . . . . . \_\_\_\_\_
- Plumbing Inspection Fees: . . . . . \_\_\_\_\_
- Plans Review Fees: . . . . . \_\_\_\_\_
- State Fee: . . . . . \_\_\_\_\_
- Other Fee: . . . . . \_\_\_\_\_
- Total Fees:** . . . . . \_\_\_\_\_

Summary/Notes: \_\_\_\_\_

Payment: Check: Y / N      Check Number: \_\_\_\_\_      Cash: Y / N      Amount \_\_\_\_\_

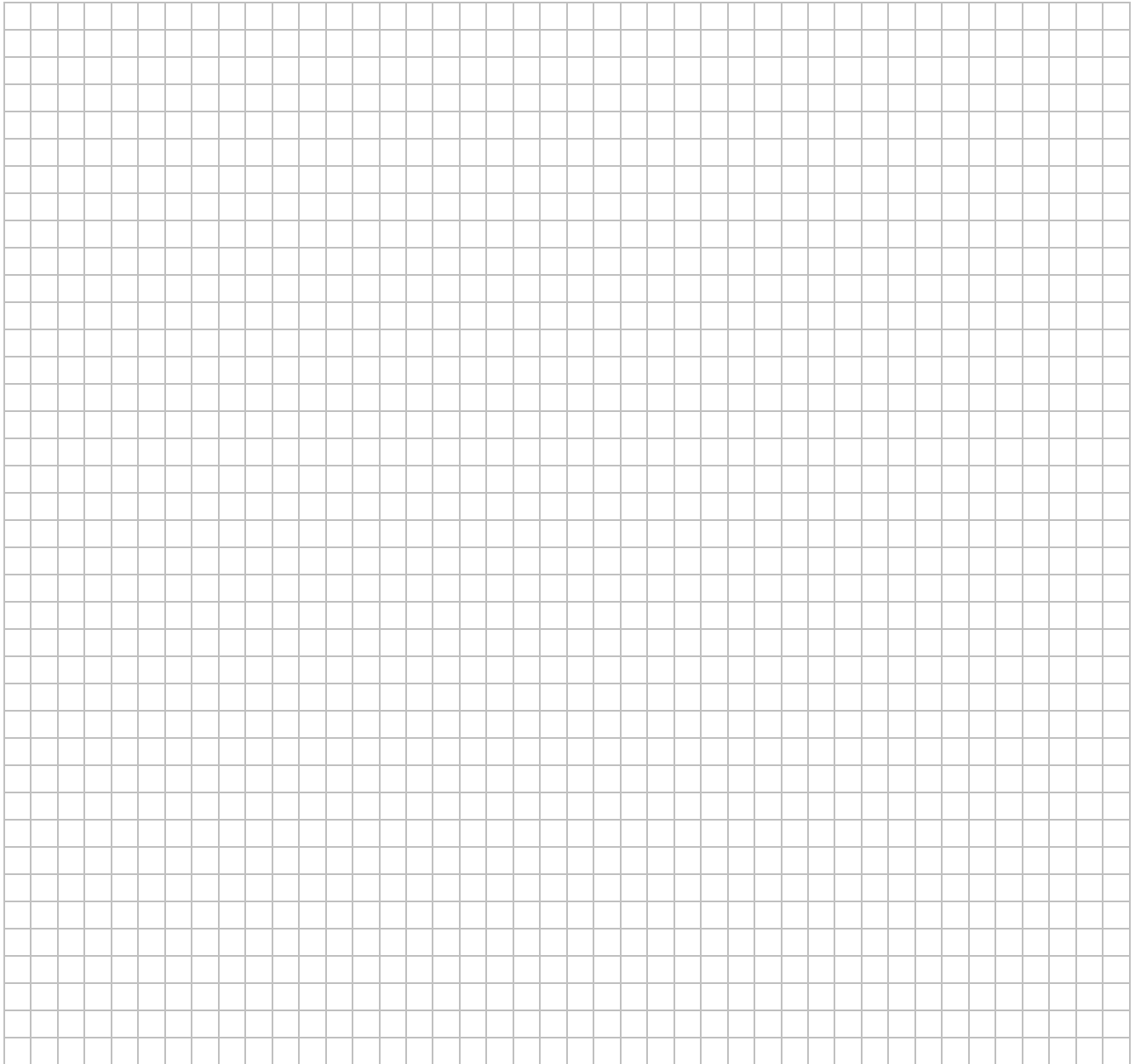
Processed by: \_\_\_\_\_      Date: \_\_\_\_\_

**PLOT PLAN**

Total land disturbed \_\_\_\_\_ Building Dimensions \_\_\_\_\_ X \_\_\_\_\_

Lot Information: Width \_\_\_\_\_ Length \_\_\_\_\_ Total Area in Sq Ft \_\_\_\_\_

Measurements: Show lot lines, easements, all proposed or existing structures, streets/roads/driveways, waterlines/wells, sewer lines/septic systems, all property lines, all distance of proposed structure(s) from lot lines and work layout and dimensions. Any omitted information may cause a delay of permit issuance.



Note: Plot plan must be included with the permit application.