



PERMIT REQUEST FORM

PLEASE PRINT CLEARLY

CUSTOMER NAME _____ **DATE** _____

CONSTRUCTION ADDRESS _____

HOME PHONE _____ **WORK OR MOBILE PHONE** _____ **FAX** _____

CONTRACTOR NAME _____ **CONTRACTOR STATE LICENSE #** _____

ADDRESS _____

OFFICE PHONE _____ **MOBILE PHONE** _____ **FAX** _____

FAIR MARKET VALUE (INCLUDING VALUE OF LOT) \$ _____

RESIDENTIAL*
*IMPACT FEE OF .5% OF FMV MAY APPLY

COMMERCIAL**
**IMPACT FEE OF \$180.16 PER 1000 SQ. FT. MAY APPLY

INSIDE CITY LIMITS
YES **NO**
 MUST FILL OUT LAND USE CERTIFICATE APPLICATION

OUTSIDE CITY LIMITS
 IF SEWER NOT AVAILABLE, MUST HAVE HEALTH DEPT. RELEASE FOR SEPTIC SYSTEM
 MUST HAVE PERMIT FOR COUNTY FOR CULVERT
 IF IN DIST. 12 or 31, MUST HAVE LAND USE PERMIT FROM COUNTY

TYPE OF PERMIT REQUESTED (CHECK ONLY ONE)

<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> MANUFACTURED HOME
<input type="checkbox"/> MISCELLANEOUS	<input type="checkbox"/> MOVING	<input type="checkbox"/> SIGN

INFORMATION NEEDED FOR PERMIT

NEW CONSTRUCTION	2 SETS OF PLANS (BLUE PRINTS/COMMERCIAL MUST HAVE ENGINEER'S STAMP) 1 COPY OF PLOT PLAN (STRUCTURE ON PLOT PLAN SHOWING SETBACKS) 1 COPY OF SUBCONTRACTORS LIST
DEMOLITION	1 COPY OF PLOT PLAN OF LAND
MANUFACTURED HOME	1 COPY OF PLOT PLAN OF LAND SHOWING SETBACKS 1 COPY OF SPECIFICATIONS OF HOME 1 COPY OF CONTRACTORS LICENSE (STATE & CITY)
MISCELLANEOUS	(ADDITION, UPGRADE, REPAIRS, REMODEL, FENCING, ETC.) 1 COPY OF PLOT PLAN 1 COPY OF LICENSE 1 COPY OF PLANS
MOVING	1 COPY OF PLOT PLAN ADDRESS MOVING FROM AND ADDRESS OF DESTINATION COPY OF MOVERS LICENSE
SIGN AND BILLBOARDS	1 COPY OF PLOT PLAN 1 COPY OF SITE PLAN SUPPLEMENT A FOR SIGN & C FOR BILLBOARDS

NOTE: ALL PERMIT FEES, IMPACT FEES, AND WATER & SEWER TAP FEES MUST BE PAID AT TIME OF PERMIT ISSUANCE.