

Planning



Department

RESIDENTIAL BUILDING PERMIT APPLICATION

Please submit a drawing of the project with this application. All new construction and exterior building additions require a site plan drawing. Interior building projects only require interior plans. For administrative purposes, any building project within 10 feet of a house is considered to be a building addition to that house, and those detached projects farther than 10 feet from the house require a residential accessory building permit application instead of this one. This permit application must be approved before building can begin. After the project is finished, the applicant must request an inspection to ensure it was properly built as permitted.

Address of Building Project: _____

Subdivision Name: _____ Lot Number: _____

Parcel Number: _____ Is any part of this parcel in Flood Zone AE? _____

Brief Description of Project: _____

Will any part of this proposed project be within Flood Zone AE? _____ If answering YES, the applicant must also obtain a floodplain development permit in addition to this permit.

Estimated Cost in Dollars of Proposed Project: \$ _____

Name of Property Owner or Property Manager: _____

Phone Number of Property Owner or Property Manager: _____

Email of Property Owner or Property Manager: _____

Please follow the directions below to calculate the residential building permit application fee.

List the square footage of the project area: _____ This square footage will be multiplied by one of the formulas below, which will be applied based on project type.

Indicate which one of the following categories best describes this project:

- ___ Completely New Residential Structure ----- project valuation = \$40 per square foot
- ___ Additional Square Footage Under Roof ----- project valuation = \$40 per square foot
- ___ New Garage or Enclosure of Carport ----- project valuation = \$40 per square foot
- ___ Carport ----- project valuation = \$40 per square foot
- ___ Porch ----- project valuation = \$40 per square foot
- ___ Patio ----- project valuation = \$40 per square foot
- ___ Deck ----- project valuation = \$40 per square foot
- ___ Enclosure of Porch ----- project valuation = \$30 per square foot
- ___ Enclosure of Patio ----- project valuation = \$30 per square foot
- ___ Enclosure of Deck ----- project valuation = \$30 per square foot
- ___ Finishing Indoor Expandable Area ----- project valuation = \$20 per square foot
- ___ Other Exterior Renovation ----- project valuation = \$20 per square foot
- ___ Other Interior Renovation ----- project valuation = \$20 per square foot
- ___ Roof Replacement or Solar Panels ----- project valuation = \$20 per square foot

(_____ sqft) x (\$20 or \$30 or \$40 per sqft) = Project Valuation = _____

Convert the project valuation into the application fee by choosing the correct formula below:

PROJECT VALUATION	APPLICATION FEE
\$0 - \$50,000	\$15 for the first \$1,000 plus \$5 for each additional thousand or fraction thereof.
\$50,000.01 - \$100,000	\$250 for the first \$50,000 plus \$4 for each additional thousand or fraction thereof.
\$100,000.01 - \$500,000	\$460 for the first \$100,000 plus \$3 for each additional thousand or fraction thereof.
\$500,000.01 - \$1,000,000	\$1,660 for the first \$500,000 plus \$2 for each additional thousand or fraction thereof.

\$1,000,000.01 - \$5,000,000	\$2,660 for the first \$1,000,000 plus \$1.50 for each additional thousand or fraction thereof.
\$5,000,000.01 +	\$8,660 for the first \$5,000,000 plus \$1 for each additional thousand or fraction thereof.

Application Fee: \$ _____

Is this project for a single-family house? _____ If answering YES: Are you the homeowner of this single-family house and wishing to do the work yourself, without a contractor? _____ If answering YES to this as well, sign and print your name in the box below to accept responsibility for the work:

My signature here indicates that I am the homeowner and will be doing the work myself. I will not hire a contractor or any person to do this work. Any help I receive will be performed under my supervision. I will build this according to all applicable codes that the City of Horn Lake has adopted. I will take all responsibility for the quality of this construction. If the building inspector determines that I do not possess the necessary skills to build this project properly, then I will be ordered to stop working and will be required to hire a contractor that holds a license with the City of Horn Lake.

Homeowner Signature: _____

Printed Name of Homeowner: _____

Please Note: If the homeowner exemption box above was completed with the homeowner signature and the printed name of homeowner, then the fields below are not applicable and may remain blank, as there will be no contractor involved in construction. If the homeowner exemption box was not completed, then a licensed contractor must be hired, and all fields below must be completed.

Name of Contractor Company: _____

Address of Contractor Company: _____

Phone Number of Contractor Company: _____

Email of Contractor Company: _____

City of Horn Lake Contractor License Number: _____

Contractor Signature: _____

Printed Name of Contractor: _____

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Payment Type: ___ Cash ___ Check ___ Card

Amount Paid: _____

Date: _____

Permit Number: _____