

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 a building addition to that house. 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: _____

Name of Property Owner or Property Manager: _____

Phone Number of Property Owner or Property Manager: _____

Email of Property Owner or Property Manager: _____

Brief Description of Project: _____

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: _____

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

- ☐ Completely New Residential Structure ----- project valuation = \$40 per square foot
☐ New Room Under Roof ----- project valuation = \$40 per square foot
☐ Attached Garage----- 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 Interior Renovation ----- project valuation = \$20 per square foot
☐ Roof Replacement ----- project valuation = \$20 per square foot

PROJECT VALUATION	BUILDING PERMIT FEE
\$0-\$50,000	\$15 for the first \$1,000 plus \$5 for each additional thousand or fraction thereof.
\$50,000 - \$100,000	\$250 for the first \$50,000 plus \$4 for each additional thousand or fraction thereof.
\$100,000 - \$500,000	\$460 for the first \$100,000 plus \$3 for each additional thousand or fraction thereof.
\$500,000 - \$1,000,000	\$1,660 for the first \$500,000 plus \$2 for each additional thousand or fraction thereof.
\$1,000,000 - \$5,000,000	\$2,660 for the first \$1,000,000 plus \$1.50 for each additional thousand or fraction thereof.
\$5,000,000 +	\$8,660 for the first \$5,000,000 plus \$1 for each additional thousand or fraction thereof.

Square footage of the project area: _____ (Multiply this by 40, 30, or 20 dollars/square foot, based on the project type, to get the project valuation. Project Valuation: \$ _____)

Convert this project valuation into the building permit fee by using the chart on the previous page.

Building Permit Fee: \$ _____

Please Note: If the homeowner exemption box on the first page 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: _____

Contractor Signature: _____

Printed Name of Contractor: _____

FOR OFFICE USE ONLY

Payment Type: ☐ Cash ☐ Check ☐ Card

Amount Paid: _____

Date: _____

Permit Number: _____