

Planning



Department

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. The permit 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: _____

Is this project for a single-family house? _____ Are you the homeowner of a single-family house and wishing to do the work yourself, without a contractor? _____ If yes, a signed statement must be submitted confirming that the homeowner is going to do the work himself or herself, will not hire someone to work on that project, and intends to live in that house after the work is completed.

Name of Contractor Company: _____

Address of Contractor Company: _____

Phone Number of Contractor Company: _____

Email of Contractor Company: _____

Type of Project: ___ New Structure ___ Building Addition ___ Interior Modification

This permit fee is calculated from a percentage of the project cost, which is established by a graduated fee schedule, found below at the end of this application.

Cost of Project: \$ _____ Permit Fee: \$ _____

Contractor Signature: _____

Printed Name of Contractor: _____

If homeowner is doing the work on owned house:

Homeowner Signature: _____

Printed Name of Homeowner: _____

COST OF PROJECT	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 \$1,00,000 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.

FOR OFFICE USE ONLY

Payment Type: ___ Cash ___ Check ___ Card

Amount Paid: _____

Date: _____