

BUILDING PERMIT APPLICATION CHECKLIST: TO INCLUDE ANY WATER, SEWER, AND/OR GAS TAPS.

TO BE SUBMITTED WITH EACH APPLICATION:

PLAT PLANS (IN DUPLICATE) THAT DEPICT THE FOLLOWING:

1. THE ACTUAL DIMENSIONS OF THE LOT TO BE BUILT UPON
  - a. PLEASE INCLUDE THE TAX PARCEL IDENTIFICATION
2. THE SIZE OF THE BUILDING TO BE ERECTED
3. THE LOCATION OF THE BUILDING ON THE LOT
4. THE LOCATION OF ANY EXISTING STRUCTURES ON THE LOT
5. THE NUMBER OF DWELLING UNITS OR, IF COMMERCIAL, THE KIND OF BUSINESS AND NUMBER OF EMPLOYEES THE BUILDING IS DESIGNED TO ACCOMMODATE.
6. THE APPROXIMATE SETBACK LINES OF BUILDINGS ON ADJOINING LOTS
7. PROVISIONS FOR OFF STREET PARKING AND LOADING, IF ANY
8. IF LOCATED IN CBD, HB, OR M-1 DISTRICT, THE NUMBER, KIND, AND SIZE OF ANY PRINCIPAL USE SIGNS
9. SUCH OTHER INFORMATION AS MAY BE ESSENTIAL FOR DETERMINING WHETHER THE PROVISIONS OF THE CITIES ORDINANCES ARE BEING OBSERVED.

**BUILDING PERMITS WILL NOT BE ISSUED UNTIL PLANS HAVE BEEN REVIEWED AND APPROVED BY PLANNING DEPARTMENT.**

**WATER/SEWER & GAS TAP APPLICATIONS MUST BE SUBMITTED SEPARATELY. PAYMENT WILL NOT BE ACCEPTED UNTIL APPLICATION HAS BEEN REVIEWED AND APPROVED BY WATER DEPARTMENT SUPERINTENDENT. '**