



BUILDING PERMIT APPLICATION

Permit Number: _____

Applicant must complete the following information and include a drawing of the project.

Construction Site Address: _____

Applicant's Name: _____ Applicant's current Phone: _____

Applicant's Current Address: _____

Affidavit: Are you, the applicant, authorized on behalf of the property owner to makes changes to the property for which this building permit is being applied? YES NO

OR

The applicant is the property owner. If so, there is no need to repeat information below

Property Owner's Name: _____ Property Owner's current Phone: _____

Property Owner's Current Address: _____

Structure to be Built: _____ Height: _____

Dimension/Square Footage: _____ Use: _____

Estimated Total Cost of Construction: _____

Estimated Start Date of Construction: _____

Estimated Completion Date of Construction: _____

Contractor's Name: _____

Contractor's Phone: _____

Setback from Property Line (In Feet)

Front Yard: _____ Rear (Backyard): _____

Left Side: _____ Right Side: _____

Building & Plot Plan Submitted: Yes No

Corner Lot: _____

Remarks by Applicant:

This section to be completed by Applicant

Additional Information

Legal Description

Addition: _____ Block: _____ Lot: _____

Zoning and Special Districts

Zoning District: _____

Fire Limits: Yes No

Flood Zone: Yes No

ZONING ADMINISTRATOR

Approved Denied Date: _____ Permit Fees: _____

ZONING ADMINISTRATOR: _____ Expiration Date: _____

Comments:

BOARD OF ADJUSTMENT (If Required)

Approved Denied Date: _____ Fees: _____

PRESIDING CHAIR OF THE BOARD: _____

Comments:

PLANNING & ZONING COMMISSION (If Required)

Approved Denied Date: _____ Fees: _____

PRESIDING CHAIR OF COMMISSION: _____

Comments:

This section to be completed by Zoning Administrator

SKETCH OF PROPOSED CONSTRUCTION

INSTRUCTIONS: Sketch should be a bird's eye view showing boundaries and dimensions of property; Existing buildings and their locations; and proposed structures, its dimensions, location on the property And distance from property lines. Also indicate direction, and show street frontages and driveways.

A large grid for sketching proposed construction, consisting of 20 columns and 20 rows of squares.

NOTICE ON UTILITY CLEARANCES: Applicants are responsible for obtaining all clearances from all utility companies concerning their proposed project. Please call Atlantic Municipal Utilities (AMU) at (712) 243-1395 if you have any clearance questions with either overhead or underground lines prior to starting your project.

The law requires that you call "One Call" at 1-800-292-8989 at least 48 hours before you plan to dig.

Affidavit: I hereby state that all the above information and all the supporting information attached to this application is true. It is understood inaccurate information will result in nullification of this permit.

Applicant's Signature: _____ Date: _____

EXAMPLE

Fence cost
\$300.00

ELM ST

6th St

ELM ST

side walk

side walk

20'

6' x 44' Privacy Fence

Gate

Front Porch

201 E 6th St
HOUSE

porch

side walk.

Back patio

Garage

Driveway