

MINOR HOME IMPROVEMENT PERMIT APPLICATION



Property Information

Address _____ Lot _____
 Parcel ID _____ Unit/Suite/Building _____ Zoning _____

Owner Information

Name _____
 Address _____
 City _____
 State _____ ZIP _____
 Phone _____
 E-mail _____

Zoning Overlays

Historical Preservation Area Central Business District

Project Information

Project Name _____ Total Square Footage _____ Construction Cost _____
 Number of Structures _____ Number of Units _____ Acreage _____ Flood Zone _____
 New Repair Replace
 Type: _____ FENCE _____ Height _____

Project Type

- Fence
- Driveway Widening
- Roof
- Patio (Slab on Grade)
- Door/Window Replacement
- Above-Ground Pool or Spa
- Siding
- Other _____

Contractor Information

Name _____ DBA _____ Registration No. _____
 Address _____ City _____ State _____ ZIP _____
 Phone _____ Fax _____ E-mail _____
 Signature _____ Owner Authorized Agent

Fees

FEES
 _____ Project(s) at \$25 Per Project
 Total Fees Due _____

Submission Requirements

Fence

- Site plan showing proposed location of fence
- Manufacturer's specs, including height of fence
- Materials being used
- Easement Encroachment Form if applicable

Driveway Widening

- Site plan, including grading
- Materials being used

Patio (Slab on Grade)

- Site plan

- Material being used

Roof

- Material being used (Ice Guard required)

Door/Window Replacement

- Material being used
- If opening size is altered, submit header sizes and material being used for alteration

Above-Ground Pool or Spa

- Site plan
- Manufacturer's specs

Office Use

Receipt/Trans. No. _____
 Check No. _____
 Date Entered _____
 Date Issued _____
APPROVALS
 Plans Examiner _____
 Date _____
 Zoning _____
 Date _____
 Issuing Authority _____
 Date _____