



**ONE & TWO FAMILY DWELLING PERMIT APPLICATION**

**All Plans & Submittals:** Two sets are required for submittal.

**IF LARGER THAN 11X17 INCHES, ELECTRONIC MEDIA IS REQUIRED WITH PAPER SUBMITTALS.**

**1. Applicant Name & Signature**

Date: \_\_\_\_\_ Name: (print): \_\_\_\_\_  
Applicant Signature: \_\_\_\_\_  
Site Address: \_\_\_\_\_  
OR  
Legal Description: \_\_\_\_\_  
Block Lot Subdivision

**2. Property Owner Information**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Cell phone No: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**3. Project Valuation** \_\_\_\_\_

**4. Project Information**

<input type="checkbox"/> New Single Family	<input type="checkbox"/> Duplex (separation detail included)	<input type="checkbox"/> Accessory Building
<input type="checkbox"/> Townhome	<input type="checkbox"/> Addition	<input type="checkbox"/> Detached Garage/Carport
<input type="checkbox"/> Remodel	<input type="checkbox"/> Basement Finish	<input type="checkbox"/> Screened Porch
<input type="checkbox"/> Seasonal Room	<input type="checkbox"/> Deck	<input type="checkbox"/> Other: _____

Brief Description of Project: \_\_\_\_\_

**Documents & Submittals Included** (Drawings must be minimum 1/8" scale and fully dimensioned)

<input type="checkbox"/> Plot/Site Plan	<input type="checkbox"/> Foundation Plan	<input type="checkbox"/> Floor Plans	<input type="checkbox"/> Brace Wall Plan	<input type="checkbox"/> Elevations (all)
<input type="checkbox"/> Framing Details	<input type="checkbox"/> Manual J-Sheet	<input type="checkbox"/> Truss Specs.	<input type="checkbox"/> Firewall Detail	<input type="checkbox"/> Other

**5. General Contractor Information**

Company Name: \_\_\_\_\_ License Type: \_\_\_A \_\_\_B \_\_\_C  
Contact Name: \_\_\_\_\_ License No. \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Cell phone No: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**6. Sub-Contractor Information:**

Sub-Contractor Type	License No.	Company Name	Phone No.
Class D Framing			
Class D Concrete			
Class D Concrete - Flatwork			
Class E Electrical			
Class E Plumbing			
Class E Mechanical			
Class E Mechanical - Fireplace			

**7. Dwelling Unit #1 Information** (circle) Single Family Dwelling Duplex Unit No. 1 Townhome

**Building Spaces:**

<input type="checkbox"/>	No. of Bedrooms	<input type="checkbox"/>	No. of Garage Bays	<input type="checkbox"/>	Slab on grade
<input type="checkbox"/>	No. of Full Baths	<input type="checkbox"/>	No. of ¾ Baths	<input type="checkbox"/>	No. of ½ Baths
Basement Type (check)	<input type="checkbox"/> Full	<input type="checkbox"/>	Walk-out	<input type="checkbox"/>	Daylight

**Finished Area Square Feet:**

First Floor  Second Floor  Third Floor  Basement

Total Finished Living Square Feet \_\_\_\_\_

**Unfinished Area Square Feet:**

Basement  Garage  Total Unfinished Square Feet \_\_\_\_\_

**Total Dwelling Unit #1 Footprint** \_\_\_\_\_

**8. Dwelling Unit #2 Information** Duplex Unit No. 2

**Building Spaces:**

<input type="checkbox"/>	No. of Bedrooms	<input type="checkbox"/>	No. of Garage Bays	<input type="checkbox"/>	Slab on grade
<input type="checkbox"/>	No. of Full Baths	<input type="checkbox"/>	No. of ¾ Baths	<input type="checkbox"/>	No. of ½ Baths
Basement Type (check)	<input type="checkbox"/> Full	<input type="checkbox"/>	Walk-out	<input type="checkbox"/>	Daylight

**Finished Area Square Feet:**

First Floor  Second Floor  Third Floor  Basement

Total Finished Living Square Feet \_\_\_\_\_

**Unfinished Area Square Feet:**

Basement  Garage  Total Unfinished Square Feet \_\_\_\_\_

**Total Dwelling Unit #2 Footprint** \_\_\_\_\_

**9. Stormwater Square Footage** Total Building Footprint Unit #1 & Unit #2 \_\_\_\_\_

**10. Construction Details** (check all that apply)

<b>Roofing</b>	<input type="checkbox"/> Comp. Shingle	<input type="checkbox"/> Wood Shingle	<input type="checkbox"/> Tile	<input type="checkbox"/> Metal Seamed
<b>Footing Type</b>	<input type="checkbox"/> Spread	<input type="checkbox"/> Trench	<input type="checkbox"/> Pier	
<b>Framing Type</b>	<input type="checkbox"/> Wood	<input type="checkbox"/> Steel		
<b>Exterior Wall Type</b>	<input type="checkbox"/> Lap	<input type="checkbox"/> 4X8 Sheet	<input type="checkbox"/> Brick	<input type="checkbox"/> Stone
<b>Radon Control</b>	<input type="checkbox"/> Roughed-In	<input type="checkbox"/> Active		