



## 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.

[illegible]

**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

