

BUILDING PERMIT APPLICATION

Application fee: \$ 100.00 (for all decks and structures less than 150 sq. ft. = \$50.00)

Property Owner: _____ Telephone: _____

Project Address: _____

Zoning District: _____

Mailing Address of Owner: _____

Contractor: _____ Telephone: _____

Permit is for: _____ New Construction _____ Alteration

_____ Demolition/Removal _____ Change Location

Describe Proposed Work (include use and occupancy) _____

Stories in Structure: (Circle One) 1 story 2 stories More than 2 stories

A SKETCH OF THE PROPOSED WORK MUST ACCOMPANY THIS APPLICATION. INCLUDE ALL DECKS, SIDEWALKS, DRIVEWAYS, ETC.

Materials Used: _____

Exterior Covering (brick, stone, type of siding, etc.): _____

Estimated Cost: _____

Starting Work Date: _____ Completion Date: _____

Will this construction result in the changing of natural water flow or cause increased amounts of water to be placed on neighboring properties? YES Circle One NO

If "Yes," what steps are being taken to mitigate the increased water flow? _____

NOTE:

- The property owner shall find the lot pins prior to the Building Inspector's initial visit. The City does not determine the location of property lines.
- A survey may be required at the discretion of the Building Inspector if question exists as to the location of the lot line.
- The initial inspection shall occur prior to issuance of the building permit. The second inspection is required prior to pouring footings if necessary, or prior to placing a smaller structure.
- A final inspection may occur after the project is complete.
- The fine for failing to obtain a building permit is \$50.00.
- Construction which deviates from an approved building permit shall be brought into compliance or issues of non-compliance may be cited as a Municipal Infraction with a maximum of a \$750 dollar fine for the first offense and a \$1,000 fine for each repeat offense. Each day a violation continues to exist may constitute a repeat offense.

The applicant fully understands that the Building Inspection relies upon the owners' representation as to any boundary of the owner's property and the Building Inspector relies upon the same. If there is a dispute about an improper boundary line and the City or the Building Inspector relied upon the Owner's representation, the Owner agrees to correct any errors that resulted in the incorrect representation of lot lines. Owner fully understands that there are Zoning regulations that affect the setback between a structure and the Owner's property and, therefore, the Owner agrees that this may result in the tearing down and the moving of a building structure if Zoning regulations are not met.

The applicant's signature and the contractor's signature below denote that they have received the applicable zoning regulations for the zoning district, have read and understand the regulations and will abide by said regulations.

Applicant: _____ Date: _____

Contractor: _____ Date: _____

Building Inspector Initial Inspection: APPROVED DISAPPROVED

Building Inspector Signature: _____ Date: _____

Building Inspector Comments: _____

Date Approved / Disapproved by City Council: _____

Signature of Mayor: _____

Comments: _____

Name

Address

Project Description

Applicant Signature:

Design Standards are required for all new residential construction and additions adding 50% or more to the existing floor area of the dwelling (not including garage floor area.)

In the R-2 and R-3 Districts, building frontages in the front yard shall incorporate four design criteria. Building frontages not in the front yard shall include two design criteria.

In the L-R and PA Districts, building frontages in the front yard (i.e. lake side) shall incorporate four design criteria.

Building frontages not in the front yard (i.e. street side) shall include two design criteria.

"Cabins" in the PA District are exempt from Residential Design Standards.

Please check the Design Standards to be incorporated into your project.

1. Dormers	
2. Gable, Hip Roof or Gambrel Roof types	
3. Recessed Entries (minimum 2 foot recess)	
4. Covered Porch Entries (minimum 4 feet deep with a minimum area of 48 sq. feet)	
5. Decorative, value-added windows	
6. An eave of 12 inches or greater	
7. Off-set of 16 inches or greater on building face or roof	
8. Windows and main entrance doors occupy a minimum of 15% of the façade, not including the roof	
9. Windows and garage door trim (minimum width 3 ½")	
10. Decorative garage doors	
11. Garage door windows	
12. Shutters	
13. Window boxes or attached permanent planters	
14. Shake shingle siding, brick, stone or other similar decorative materials that occupy at least 60 square feet of the street façade	
15. Cornice	
16. Decorative light fixtures/features	
17. Laminate shingles	
18. Two-tone color scheme	

Name

Address

Project Description

Applicant Signature:

Date:

	Property Owner	Building Inspector	Follow-Up Inspections		
Date					
Time					
Zoning District					
Property Pins Found (Y/N)					
Front Yard setback to overhang	ft	ft			
Rear Yard setback to overhang	ft	ft			
# Stories					
Left Side Yard setback to overhang	ft	ft			
Right Side Yard setback to overhang	ft	ft			
10' from Alley (Y/N)					
Height at Peak	ft	ft			
Permanent Frost-free Foundation (Y/N)					
Roof pitch 3:12 or greater (Y/N)					
20% Open Space (Y/N)					
Encroached upon any known easements (Y/N)					
Enclose Water, Electric or Gas meter (Y/N)					
Off-Street Parking (Y/N)					
Tracer wire required for underground work (Y/N)					
State Electric Permit required (Y/N)					
Water Run-Off Addressed (Y/N)					
Accessory Buildings					
Attached to Primary Structure (Y/N)					
Enclosed with four walls (Y/N)					
Height at peak	ft	ft			
Closer to front than Principle Structure (Y/N)					
Stand-alone Garage on Residential lot (Y/N)					
Detached garage residential in character (Y/N)					
Vertical corrugated metal siding (Y/N)					

	Property	Building	Follow-Up Inspections		
	Owner	Inspector			
Date					
Time					
Concrete					
Public Sidewalks 4" thick					
Back-slope on Driveways (Y/N)					
Fences					
Materials					
Height		ft			
Distance from Lot Line		ft			
Neighbor(s) sign (Y/N)					