



RESIDENTIAL BUILDING PERMIT APPLICATION

1. Job Site Information & Location (where the work is taking place)

Job Site Address: _____

Assessor's Map No: _____

Tax Lot No: _____

2. Property Owner: _____

Owner Mailing Address: _____

City/State/Zip: _____

Phone #: _____

Owner/Builder? Yes No

3. Applicant Information (person submitting plans)

Name of Applicant: _____

Full Mailing Address: _____

City/State/Zip: _____

Phone #: _____

Email: _____

4. Contractor Information (person/company performing the work)

Same as Applicant

Name of Contractor: _____

Full Mailing Address: _____

City/State/Zip: _____

Phone #: _____ Email: _____

OR CCB # (required): _____ Active

Master Builder? Yes No (certified to complete own inspections)

5. Project Description:

Estimated Finished Value:

| |
|--|
| Type of Construction: _____ |
| Number of bedrooms: _____ Number of bathrooms: _____ |
| Building Height: feet: _____ inches: _____ |
| Total number of floors: _____ |
| Total new square feet: _____ |
| Garage/Carport, square feet: _____ |
| Covered Porch/Deck, square feet: _____ |
| Unfinished space/other, square feet: _____ |
| Existing square feet: _____ |

NOTICE

ASSOCIATED PERMITS: All residential building permits that will require associated Plumbing, Mechanical, Electrical and/or Fire Sprinkler permits are applied for **separately unless this is new construction of a new dwelling.**

EXPIRATION OF APPLICATION: This application expires if a permit is not obtained within 180 days after it has been accepted as complete.

I hereby certify I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

Copyright Release for Government Entities: I hereby grant permission to the City of Coburg to copy, in whole or part, drawings and all other materials submitted by me, my agents, or representatives. This grant of permission extends to all copies needed for administration of the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities.

Authorized Signature: _____

Print Name: _____ Date: _____

| |
|-----------------|
| Office Use Only |
| Permit #: |

CATEGORY OF CONSTRUCTION

| <input type="checkbox"/> Single Family | <input type="checkbox"/> Duplex |
|--|--|
| TYPE OF WORK | |
| <input type="checkbox"/> Accessory Structure | <input type="checkbox"/> Change of Use/Occupancy |
| <input type="checkbox"/> Addition | <input type="checkbox"/> New |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Repair |
| <input type="checkbox"/> Manufactured Home | <input type="checkbox"/> Garage/Car Port |
| <input type="checkbox"/> Sign | <input type="checkbox"/> Other |

REQUIRED DATA

Permit fees are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.

Valuation (\$)

PERMIT TECHNICIAN:

| THE FOLLOWING ITEMS ARE REQUIRED FOR PLAN REVIEW | | YES | NO | N/A |
|---|--|------------|-----------|------------|
| 1. | Two copies of plot plan <u>drawn to scale</u> on minimum size of 11x17 paper which includes the following: | | | |
| A | Building footprint, roof line and all planned decks, patios, porches, include square footage of roof line (roof drainage area) | | | |
| B | North arrow, scale, lot dimensions, setbacks, and all public and/or private easements, names of all adjacent streets, and all property lines including those within the project site | | | |
| C | Ground slope direction(s), elevations at all property corners, finish floor elevation, and elevation of top of curb or edge of pavement at frontage corners and elevation of low point drain. | | | |
| D | Location, size, material, and slop of rain drains <u>and</u> under-floor/footing drain. | | | |
| E | Existing public and private utilities located on property, such as water meter, storm and sanitary services manholes, water valves, ditches etc. | | | |
| F | Driveway and sidewalk location and layout, including driveway slope. | | | |
| 2. | Two copies of legible plans drawn to scale and all other applicable information with correct building orientation and north arrow. | | | |
| 3. | Indicate additional energy efficiency options. Ch. 11 Table N1101.1(1 & 2) | | | |
| 4. | Elevation views, all views new construction, min. two views for additions and remodels, elevations reflect the actual grade. | | | |
| 5. | Foundation plan including footing size, wall height, sections and required reinforcing. | | | |
| 6. | Footing details for exterior porches, decks, roofs and awnings. | | | |
| 7. A | Floor framing plan at each floor (post & beam or joists w/size & spacing, including deck attachments and connections), or | | | |
| B | I joist layout from manufacturer with calculation for beams | | | |
| 8. | Ceiling/roof framing plan or truss layout with reactions and delivery list for truss profiles. | | | |
| 9. | Floor plan showing room I.D.'s and all plumbing fixtures, location of smoke & carbon monoxide detectors | | | |
| 10. | Window sizes, typical and garage header sizes. | | | |
| 11. | Location and size of crawl space and attic access . | | | |
| 12. | Special equipment (fireplace, woodstove, hydro massage tub, tub access panel etc.) | | | |
| 13. | Complete building sections – special sections including exterior decks. | | | |
| 14. | Construction details for structural members, insulation, sheathing, roofing, bracing, etc. | | | |
| 15. | Handrail, guardrail, stair headroom and stairs/landing details. | | | |
| 16. | Engineering for special conditions (truss, high walls, bracing etc.) to be transferred to plans – <u>expiration date of engineering stamp must be shown. One copy must have an original signature as required by Engineer.</u> | | | |
| 17. | I joist layout from manufacturer with calculation for beams | | | |
| 18. | All new dwellings require separate plumbing, mechanical and electrical permits, unless this is new construction of a new dwelling. Alterations may require associated permits as well. Please submit these applications prior to starting work. | | | |
| 19. | Complete Public Works Form - Sizing of residential water meter worksheet | | | |
| NOTE: | | | | |
| 1. | | | | |
| 2. | | | | |