

BUILDING PERMIT APPLICATION REQUIREMENTS

PERMITS FOR MINOR PROJECTS

Location of project: _____

All applications for special use permits require the following information. **Please check the boxes to confirm that the information is provided and submit this sheet with the permit application.**

- Address of the project location.
- Property owner's name, address, phone number and signature.
- Applicant's name, address, phone number and signature.
- Contractor's CS license or HIC registration number if applicable
- Copy of Worker's Compensation Insurance certificate and completed Worker's Compensation Insurance Affidavit **must** be included (unless there is a certificate on file with the building department that **has not** expired) If you are a sole proprietor you must complete an Insurance Affidavit form indicating such.
- Construction Cost

The following are the requirements for the specific types of projects being applied for. **Please check the boxes under the appropriate heading to confirm that the information is provided.**

MINOR STRUCTURE (LESS THAN 120 S.F. IN AREA)

- A description of the proposed structure.
- Plans showing compliance with zoning requirements must be submitted. This includes size of structure, height of structure, use of structure, distance of structure from property lines.

SIGN

- Plans showing location, size, and height to top of sign,

TENT

- Description of tent including size and location.
- Certificate of non-flammability.

CONTINUED ON OTHER SIDE 

FIREPLACE/WOODSTOVE/CHIMNEY

- A description of the project.
- If woodstove or manufactured chimney the manufacture and model must be provided.
- A plan of the installation showing the location of the appliance, clearances to all combustible construction, hearth details, flue size, chimney termination, fire stopping, – as applicable.

RESIDENTIAL ROOFING/SIDING

- Description of the area of the building to be worked on and materials to be used.
- Location of debris disposal site.

FOUNDATION ONLY

- A description of the project.
- Plans showing compliance with zoning requirements must be submitted.