



# City of Douglas

## Single Family Building Permit Application

\*Complete the following information including a complete site plan and construction plans.

\*Incomplete information may result in delay and/or rejection of application.

**\*ALL NEW CONSTRUCTION WILL INCUR IMPACT FEES**

1. JOB ADDRESS \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip Code \_\_\_\_\_ Lot # \_\_\_\_\_ Block \_\_\_\_\_ Tax Parcel No. \_\_\_\_\_  
Subdivision Name \_\_\_\_\_

2. PROPERTY OWNER OF RECORD \_\_\_\_\_ Phone No. \_\_\_\_\_  
Fax No. \_\_\_\_\_ Mailing Address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email Address \_\_\_\_\_

3. CONTRACTOR/ OTHER \_\_\_\_\_ Phone No. \_\_\_\_\_  
Fax No. \_\_\_\_\_ Mailing Address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip Code \_\_\_\_\_ License No. \_\_\_\_\_  
Email Address \_\_\_\_\_ HOMEOWNER/BUILDER  Yes  No

**CAUTION:** If you act as your own general contractor, you are responsible for the quality of the work and compliance with Federal, State and City Codes.

5. DESCRIBE EXISTING USE OF BUILDING/PROPERTY. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. DESCRIBE WORK TO BE COVERED BY THE PERMIT AND ANY NEW USE OF THE PROPERTY.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Value of new construction \$ \_\_\_\_\_ Area of Construction \_\_\_\_\_ Square Feet

7. IF PROPERTY SITE IS A NEW RESIDENCE:
- City Water services available at this site?  Yes  No
  - City Sewer services available at this site?  Yes  No
  - Existing paved road to the property?  Yes  No
  - Will area be occupied during construction?  Yes  No
  - Property located in the flood zone?  Yes  No

8. BUILDING PERMIT UNDERSTANDING

- A. I understand that all work onsite and offsite needs to be completed prior to receiving my Certificate of Occupancy.
- B. I understand that permits may be required for electric, plumbing, refrigeration, heating, fire protection, and Right of Way work.
- C. I understand that this permit is good for 540 days (which includes two automatic extensions), if this project is not commenced by then, a new permit, including new fees will be required.
- D. I understand that all approved plans and specifications shall be at the job site at all times for the scope of work stated on the application and shall not be changed, modified or altered without authorization from the building official, and all work regulated by this code shall be done in accordance with the approved plans.

I hereby certify that all information on this application and the attached site plan is accurate. I understand that if any of this information is false, it may be grounds for revocation of this permit and removal of completed construction. I further certify that I will comply with all City, State, and Federal regulations applicable to said property, and acknowledge that I am not authorized to begin work until I have received a building permit. I further authorize City employees and appropriate regulatory agencies to enter said property to make reasonable compliance inspections.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Primary Contact (if different from applicant) \_\_\_\_\_

Telephone No. \_\_\_\_\_ Email Address: \_\_\_\_\_

FOR CITY OFFICE USE ONLY - ZONING INFORMATION									
Zoning District _____									
Required Setbacks	F	R	L	B	Proposed Setbacks	F	R	L	B
Property Development Standards:	*Lot Area _____		Square Feet		*Lot Width _____		Feet		
Zoning Approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Initials _____						

## Residential Plan Instructions & Check List

All plans must be completed and clearly legible. Note whether an item is existing or proposed.

**REQUIRED FOR ALL SINGLE FAMILY PERMIT APPLICATIONS:**

**SITE PLAN MUST INCLUDE:**

- 1. Address, north arrow and scale.
  - 2. All property lines dimensions.
  - 3. All easements on the property.
  - 4. The location of all utility lines (water, sewer, electric, gas, phone, cable, etc.)
  - 5. All roads adjoining the property (name of roads, distance from property line to edge of actual road or curbing face).
  - 6. Existing and proposed curbing and sidewalk.
  - 7. Size, location of all driveways, and type of surface material.
  - 8. Show dimensions and location of all proposed and existing buildings, including distance between buildings.
  - 9. Location, dimensions and height of all buildings, and their uses.
  - 10. Location, height, and material of walls and fences.
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**CONSTRUCTION PLANS**

- 1. Foundation Plan
- 2. Floor Plans
- 3. Roof Plan
- 4. Elevations
- 5. Section details
- 6. Electrical
- 7. Plumbing
- 8. Mechanical