PERMIT REQUIREMENT DETERMINATION APPLICATION FORM

Updated: July, 2019

CONTACT INFORMATION

Applicant's Name
Applicant's Mailing Address
Applicant's Phone #
Applicant's Email

PROPERTY INFORMATION

Subject Property Address: _________________________________________________________________

DESCRIPTION OF REQUEST

Please be as specific as possible. (examples: replace carpet, replace sheetrock or siding, paint exterior, construct patio, install driveway, move interior wall, re-roof, replace water heater, build retaining wall, add parking area, etc.) be sure to include dimensions, and include a sketch if possible:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

AUTHORIZATION

I certify that all required information is provided to the best of my knowledge and I understand that any missing or misinformation may delay the response to my request

Applicant's Signature: _____________________________________________     Date: ________________
Printed Name: ____________________________________________________

Determined by Planning: Permit IS required_________ Permit is NOT required________
Notes: ___________________________________________________________ Initial______ Date: __________

Determined by Building: Permit IS required_________ Permit is NOT required________
Notes: ___________________________________________________________ Initial______ Date: __________

Determined By Engineering: Permit IS required_______ Permit is NOT required_______
Notes: ___________________________________________________________ Initial______ Date: __________