



Project Application

This application must be submitted with the required plans. Additional details, documents, or permits may be required. Permit fees for structures are based on construction cost per square foot calculated using the most recent ICC rate table.

Project Location

Street Address:

Legal Description: Lot: _____ Block: _____ Subdivision: _____

Project Details

This project is: Remodel
 Addition
 New Construction – **Must complete Water, Sewer, and Construction Utility Account Sections**

Is this project located in a FEMA-designated Flood Hazard Area?

Yes – Submit Flood Plain Development Permit Permit # _____
 No

Estimated Cost of Project: \$ _____

If any work will be done in the ROW (Right of Way) or affect any infrastructure – An additional ROW permit will be required. Please check with the Permit Technician for additional details.

Check any that apply:

- Grading one or more acres of land for non-agricultural or non-gardening purposes.
- Grading previously undisturbed/undeveloped land for residential, public, commercial, or industrial uses.
- Moving soil within major drainage easements.
- Moving soil within or adjacent to FEMA-designated flood hazard areas.
- Moving soil for construction of subdivision roads or utilities; or
- Moving soil for the installation, adjustment/replacement of a culvert in any driveway or drainage easement.

If any of the above boxes are checked, you must also apply for a Grading Permit

Structure

Single-family (1 or 2 dwellings)		Multi-family (3 + dwellings)		Non-residential
<input type="checkbox"/>	Single-family residence	<input type="checkbox"/>	Townhomes	Describe:
<input type="checkbox"/>	Duplex or twin home	<input type="checkbox"/>	Apartment building	
<input type="checkbox"/>	Accessory structure (i.e. garage, shed)	<input type="checkbox"/>	Accessory structure	
<input type="checkbox"/>	Addition or alteration of existing	<input type="checkbox"/>	Addition or alteration of existing	
<input type="checkbox"/>	Finishing basement	<input type="checkbox"/>	Other:	
<input type="checkbox"/>	Other:	Total # of dwelling units: _____		



Structure Information			
Description and Dimension of Building(s): Please select or fill in the blanks for the work to be completed			
Residential Area Calculations:		Other Area Calculations:	
Finished Basement	ft ²	Attached Garage (_____ ft x _____ ft)	ft ²
Unfinished Basement	ft ²	Detached Garage (_____ ft x _____ ft)	ft ²
Main/Ground Floor	ft ²	Deck(s) (_____ ft x _____ ft)	ft ²
Second Floor/Loft	ft ²	Storage Shed (_____ ft x _____ ft)	ft ²
Other Floor(s)	ft ²	Non-Residential (_____ ft x _____ ft)	ft ²
Total Residence Area:	ft²	Total Other Area:	ft²
Deck Information		Sewer and Water	
Does this project include a deck? <input type="checkbox"/> Yes – Fill out the Supplemental Deck Information Sheet and submit with applicable plans. <input type="checkbox"/> No		Will there be installation of new Sewer and Water services? <input type="checkbox"/> Yes <input type="checkbox"/> No Does this project require additional or upsized service lines? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes to any of the above, fill out the following table.	
WATER		SEWER	
SERVICE LINE SIZE	NUMBER OF LINES	SERVICE LINE SIZE	NUMBER OF LINES
1"		4"	
1.5"		6"	
2"		8"	
Irrigation		Other	
Construction Utility Account (New Construction ONLY)			
Billing Information		For Office Use Only	
Do you prefer: Meter Size _____ <input type="checkbox"/> Physical Bill Mailing Address: _____ City, State, Zip: _____ <input type="checkbox"/> Bill by Email Address: _____		Account # __ - ____ - ____ Service Order # _____ Meter Installation Scheduled: _____ Deposit Amount: \$100 (3/4") \$175 (1") \$370 (1.5") \$500 (2") \$970 (3") \$1785 (4") \$2500 (6")	



Contractors

General Contractor Information

Company:
Contact Name:
Address:
City, State, Zip:

Local License #:
State License #:
Phone:
E-Mail:

Sewer & Water Contractor

Company:
Contact Name:
Address:
City, State, Zip:

Local License #:
State License #:
Phone:
E-Mail:

Plumbing Contractor

Company:
Name:
Address:
City, State, Zip:

Local License #:
State License #:
Phone:
E-Mail:

Electrical Contractor

Company:
Name:
Address:
City, State, Zip:

Local License #:
State License #:
Phone:
E-Mail:

HVAC Contractor

Company:
Name:
Address:
City, State, Zip:

Local License #:
State License #:
Phone:
E-Mail:

Please submit any remaining contractors on page 6.



Additional Contractors

Misc. Contractor
Company:
Name:
Address:
City, State, Zip:

Local License #:
State License #:
Phone:
E-Mail:

Misc. Contractor
Company:
Name:
Address:
City, State, Zip:

Local License #:
State License #:
Phone:
E-Mail:

Misc. Contractor
Company:
Name:
Address:
City, State, Zip:

Local License #:
State License #:
Phone:
E-Mail:

Misc. Contractor
Company:
Name:
Address:
City, State, Zip:

Local License #:
State License #:
Phone:
E-Mail:

Misc. Contractor
Company:
Name:
Address:
City, State, Zip:

Local License #:
State License #:
Phone:
E-Mail:

Misc. Contractor
Company:
Name:
Address:
City, State, Zip:

Local License #:
State License #:
Phone:
E-Mail:

Optional



Project Permit Application Terms

PLEASE READ AND INITIAL THE FOLLOWING STATEMENTS:

- No dumpsters or roll-offs are allowed on the street, except with written approval by the City, wherein the contractor accepts responsibility for all damages.
Trailers shall be parked in a fashion where no damage occurs to the roadway during unloading and loading. Any damage that occurs shall be repaired by the responsible party.
Trailers onsite shall not obstruct traffic, snow removal, utility repair, road maintenance or obstruct the 25ft sight triangle.
Cement trucks shall wash out in designated washout areas only.
Streets, sidewalks, curbs, and gutters shall be kept free of mud by sweeping, not scraping. Scraping shall be done in as limited a capacity as possible, with the contractor accepting responsibility for all damages.
There shall be no storage of materials on roadways. This includes rock, gravel, and other building materials.
The licensed building contractor responsible for this building permit hereby accepts responsibility, if applicable, for maintenance of the Stormwater Pollution Prevention Plan (SWPPP), for the land covered under this building permit application. The SWPPP for this property is the plan submitted by the original site developer which is active until the site has reached final stabilization. Final Stabilization shall not be considered complete until the final grading and landscaping has been installed with proper ground cover, per the SWPPP rules.

Please initial here that you have read and understand the Project Permit Application Terms.

Initial: _____

Construction Utility Account Terms (If Applicable)

- The contractor/applicant, upon submitting application for a building permit for new construction, will be required to set up a construction utility account as a condition of building permit issuance. Construction Utility accounts will automatically start upon installation of the water meter in the city-approved meter pit. The person applying for a building permit will be required to sign an agreement of responsibility for payment of the Construction Utility account until the account has been closed and the water turned off, or the account converted to another owner/responsible party.
For all new construction, the installation of the meter pit will be the responsibility of the general contractor and shall be installed as close to the water service line curb stop as is reasonable possible. The following shall apply to meter pit installations.
On parcels of land where a meter pit is already installed and for which a building permit is being required, the meter will be installed within three working days of issuance of the building permit, and the construction utility account will be activated upon installation of the meter.
On parcels of land where no meter pit is present at the time of issuance of a building permit the contractor shall, within 60 days of issuance of the permit, install a city-approved meter pit, require a meter pit inspection and installation of the water meter. The construction utility account will be activated upon installation of the meter.
The applicant, unless otherwise provided, shall pay the normal minimum water fee or actual usage, whichever is greater, excluding sewer or garbage charges, each month the construction utility account is in effect unless otherwise authorized in writing from the public works director.
In one- and two-family dwelling units, construction utility accounts will automatically convert to a regular water account adding sewer fees upon the issuance of a certificate of occupancy of 160 days from the building permit issuance, whichever occurs first.
In multifamily dwelling units (three or more dwelling units per structure) construction utility accounts will automatically convert to a regular water account adding sewer fees upon the issuance of a certificate of occupancy or 12 months from the building permit issuance, whichever occurs first.
In commercial units, construction utility accounts will automatically convert to a regular water account adding sewer fees upon the issuance of a certificate of occupancy or 12 months from the building permit issuance, whichever occurs first.
Where there are extenuating circumstances, the public works director may, at his discretion, extend the construction utility account.
Theft of service by a contractor or person responsible for the property shall be punishable by issuance of an administrative citation or Class II misdemeanor, and revocation of his city's contract's license or right to conduct business within the city for a minimum of one year.

Please initial here that you have read and understand the Construction Utility Account Terms.

Initial: _____

If any of the above conditions are not met, inspections will be withheld until corrected.



Please fill out all applicable fields.

Property Owner Information

Company: _____

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

E-Mail: _____

Applicant / Agent Information

Company: _____

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

E-Mail: _____

Acknowledgment - I certify that all information contained within and submitted in relation to this application is true and accurate to the best of my knowledge; I certify that all applicable Federal, State and Local Laws, Building Codes, Regulations, and Ordinances will be complied with in performance of the work for which this permit is intended; and I understand that submittal of this application does not constitute an approved building permit. I am a qualified agent for the Contractor / Permit and or owner, and I have read, understand, and agree to the above building permit application terms.

Property Owner

Signature: _____

Date: _____

Title: _____

(Required for Corporations, Partnerships, LLC & Other)

Applicant / Agent / Contractor

Signature: _____

Date: _____

Title: _____

(Required for Corporations, Partnerships, LLC & Other)

All applications and plans may be submitted electronically to planning@boxelder.us