



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.

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 180 days, if this project is not commenced by then, a new permit, including new fees will be required.
- D. I understand that the building official may extend the time for action for an unexpired permit by the permittee for a period not exceeding 180 days upon written request by the permittee showing that circumstances beyond the control of the permittee have prevented action from being taken. Permits shall not be extended more than once.
- E. 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. _____

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