



Building Permit Application – Definitions and Instructions

The permit application must be complete and all required documentation must be included with the submittal.

<u>Type of Permit:</u>	Check that the applicant has filled out the correct type of permit.
<u>Job Description:</u>	This should be a brief narrative. Information should include 1) whether the project is new, an addition, or a renovation/finish; 2) type of structure being built; 3) type of occupancy;
<u>General Contractor</u>	This is always going to be the contractor that is doing the work. The contractor must submit a copy of their business license and/or State License. Usually only needs to submit this once (Copy of new business license for that year and for the initial permit). <u>Note: All Builders will be required to have a state license from the Secretary of States Office in January 2008).</u>
<u>Applicant Signature:</u>	This is the person who is applying for the permit. If the owner is the applicant, must sign the homeowners avadavat. This means that the homeowner is the person that is doing the work, and is responsible for following all of the building codes that have been adopted by the state and the City.

Additional forms must be submitted with this application.