



**2. APPLICANT SHALL ATTACH:**

**Two (2) copies** of a complete, SCALED and DIMENSIONED site and access plan or plat showing the existing and proposed buildings or structures in sufficient detail to demonstrate that the proposed construction, reconstruction or conversion, moving and/or alternation conforms with the applicable provisions of this Code. The site plan shall be used to create a permanent record and must present all information clearly.

**3. ZONING ADMINISTRATOR SHALL verify compliance with the Land Use Code (initial to indicate approval):**

Application completeness: \_\_\_\_\_ (IF INCOMPLETE, RETURN APPLICATION TO APPLICANT)

Zoning: \_\_\_\_\_ Special Use Permit #: \_\_\_\_\_

Floodplain Development Permit #: \_\_\_\_\_ Board of Adjustment Resolution #: \_\_\_\_\_

List conditions of approval, or Attached: \_\_\_\_\_

Should a building permit application be considered? YES \_\_\_\_\_ NO \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Signature of Zoning Administrator

\_\_\_\_\_  
Date

**4. ZONING ADMINISTRATOR AND BUILDING OFFICIAL SHALL:**

Verify compliance with Codes (initial to indicate approval):

Use: \_\_\_\_\_ Height: \_\_\_\_\_ Setbacks: \_\_\_\_\_

Access: \_\_\_\_\_ Driveway width: \_\_\_\_\_ Parking spaces: \_\_\_\_\_

Lot Coverage: \_\_\_\_\_ Min. lot area: \_\_\_\_\_ Compatibility: \_\_\_\_\_

Sidewalk: \_\_\_\_\_ Outdoor lighting: \_\_\_\_\_ Trees & landscaping: \_\_\_\_\_

Mineral rights notification: \_\_\_\_\_

Water supply: \_\_\_\_\_ Sanitation: \_\_\_\_\_

**5. STREETS IMPACT FEE REQUIREMENTS:**

Impact fee price approved by Town Administrator: \$ \_\_\_\_\_

Town Administrator's signature approving the impact fee price:

\_\_\_\_\_  
Signature of Town Administrator

\_\_\_\_\_  
Date

a. What type of fee applies? Residential: \_\_\_\_\_  
Non-Residential: \_\_\_\_\_

b. How was this fee computed?

Fee schedule in Section 16-16-4 \_\_\_\_\_  
Independent traffic study applied to 16-16-5 \_\_\_\_\_

- c. If an independent traffic study was conducted and the fee price approved by the fee administrator based on this study, attach two (2) copies of the traffic study and fee calculation to this permit and file.

**6. WATER & SEWER TAPS: (Payable by separate check)**

FEES

WATER	¾" tap	\$6,422.00	Existing Tap? Yes <input type="checkbox"/> No <input type="checkbox"/>
SEWER	4" tap	\$6,422.00	Existing Tap? Yes <input type="checkbox"/> No <input type="checkbox"/>
Meter installation & Materials		\$1,000.00	

Taps larger than the standard sizes referenced above will be issued on a case by case basis. Please see Zoning Administrator for further information.

**7. CONSTRUCTION INFORMATION (attach complete construction plans):**

Proposed Use of Building \_\_\_\_\_  
Lot No. \_\_\_\_\_ Block No. \_\_\_\_\_ Subdivision: \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Present Address \_\_\_\_\_ Phone \_\_\_\_\_  
General Contractor \_\_\_\_\_  
Electrical Contractor \_\_\_\_\_  
Plumbing Contractor \_\_\_\_\_  
Address of Building \_\_\_\_\_

(Building Inspector will assign address for new construction on vacant property)

Class of Work: Mobile Home  New Construction  Addition  Alteration

Has lot been surveyed recently? Yes  No

Total Project Value (materials & labor) \$ \_\_\_\_\_

**9. SIGNATURE**

Applicant agrees to pay the streets impact and water/sewer tap fees prior to issuance of a building permit and may hereby be issued this development permit pursuant to that commitment. Failure to pay these fees shown above will result in the Town not issuing the building permit for the proposed development until the fee is paid in full. If this permit is approved and issued, Applicant does hereby agree to comply with all statutes, Town ordinances and all adopted building codes which apply to the proposed construction. Applicant understands that this permit is void if construction is not started within 90 days or completed within one year.

SIGNATURE OF APPLICANT:

\_\_\_\_\_  
Name Date

### Building Permit Fees

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$23.50
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,223.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof

**Other Inspections and Fees:**

1. Inspections outside of normal business hours.....\$47.00 per hour\*  
(minimum charge – two hours)
2. Re-inspection fees assessed under provisions of Section 305.8.....\$47.00 per hour\*
3. Inspections for which no fee is specifically indicated.....\$47.00 per hour\*  
(minimum charge – one half hour)
4. Additional plan review required by changes, additions or revisions to plat.....\$47.00 per hour\*  
(minimum charge – one half hour)
5. For use of outside consultants for application review plan checking and inspections or both.....Actual costs\*\*

6. Demolition fees are based on the value of the actual demolition and dumping fees. All hazardous materials encountered to be disposed of in the proper manner. Testing for hazardous materials might be required as necessary.

\* Or the total hourly costs to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

\*\* Actual costs include administrative and overhead costs.

**Internal Use Only**

Zoning	Setbacks	Water Tap Fee \$
Construction	Fire Insp.	Sewer Tap Fee \$
Valuation	SAFEbuilt/Bldg. Permit Fee \$	Streets Impact Fee \$
Approved	Plumbing & Electrical Permits N/A – State Permits Required	Demolition Fee \$
Date	Gas Insp. Fee \$	Project Fee Total \$

Indicate North on drawing. Indicate street side and name of street.

SAMPLE SITE PLAN

