

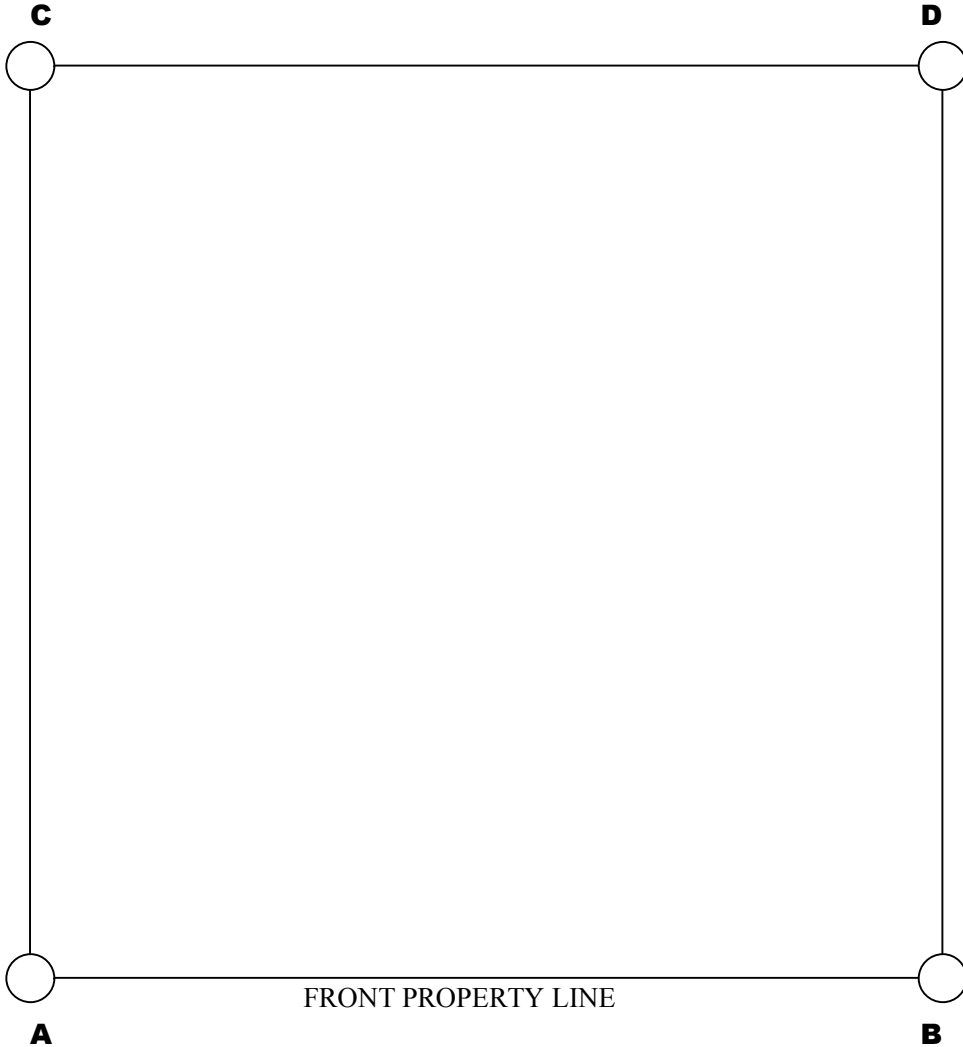
## INSTRUCTIONS

1. This application must be completely filled in by typewriter or ink and submitted to the Codes Enforcement Office.
2. Plot plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout of property must be drawn on the diagram, which is part of this application.
3. This application must be accompanied by one complete set of plans showing proposed construction.
4. The work covered by this application may not be commenced before issuance of Building and Zoning Permit.
5. Upon approval of this application, the Codes Department will issue a Building and Zoning Permit to the applicant. Such permit and approval plans shall be kept on the premises available for inspection throughout the progress of the work.
6. No building shall be occupied or used in whole or in part for any purpose whatever until a Certificate of Occupancy shall have been granted by the Codes Department.
7. Costs for the work described in the Application for Building Permit include the cost for all of the construction and other work done in connection therewith, exclusive of the cost of the land.
8. Any deviation from the approved plans must be authorized, by the approval of revised plans subject to the same procedure established for the examination of the original plans. An additional permit fee may be charged predicated on the extent of the variation from the original plans.

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Locate clearly and distinctly all buildings, whether existing or proposed, and include all setback dimensions from property lines. Give lot and block numbers or description according to deed, and show all easements and street names and indicate whether interior or corner lot, or supply an approved plot plan showing all the above requirements.

**NOTE: TO PREVENT ANY DRAINAGE PROBLEM, SHOW ELEVATIONS, GRADING, SWALES, ETC.**



**ELEVATIONS OF FINISHED GRADES IN RELATION TO CROWN OF ROAD**

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_

**GROUND FLOOR** \_\_\_\_\_

**REMARKS**

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**NOTE:**

1. IF THIS IS A VACANT LOT PRINT IN DIMENSIONS OF NEW BUILDING.
2. IF THERE IS AN EXISTING BUILDING AND A PROPOSED ADDITION PRINT IN DIMENSIONS AND SHOW ADDITION.
3. FOR NEW BUILDINGS, SUBMIT AN INSTRUMENT SURVEY OF FOUNDATION LOCATION TO THE BUILDING DEPARTMENT FOR APPROVAL BEFORE CERTIFICATE OF OCCUPANCY IS ISSUED.

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