



**Permit Number:** \_\_\_\_\_

**BUILDING PERMIT APPLICATION**

**Commercial New**      **Commercial Addition**      **Commercial Shell**      **Tenant Improvement**      **Residential**

<b>APPLICANT</b>	Date	Applicant Name	Email
	Relationship to Project Owner    Contractor    Architect/Designer    Agent    Other: _____		

<b>JOB SITE INFORMATION</b>	Owner, Tenant or Business Name	Project Address	Bldg. No.	Unit/Ste. No.
	City	Zip Code	PID Number	
	Subdivision (Only for New Construction)	Block/Lot (Only for New Construction)	Tract (Only for New Construction)	

<b>RESPONSIBLE PARTIES (as applicable)</b>	Owner - Name	Address	City, State	Zip Code
	Email		Phone Number (    ) _____	
	General Contractor (Company Name)	Address	City	Zip Code
	Email		Phone Number (    ) _____	

<b>TYPE OF STRUCTURE</b>	Residential	
	Single Residence	Swimming Pool
	Duplex	Fence
	Carport (Attached)	Storage Shed
	Accessory Dwelling Unit	Other: _____

Commercial		
Assembly	Institutional	Apartments
Office	Retail	# of Units
Educational	Warehouse	Parking Lot
Industrial	Temporary Placement	Other:

<b>PROJECT INFORMATION</b>	Scope of Project		
	New Construction	Change of Use	Foundation
	Addition	Conversion	Demolition
<b>Description of Work</b>			

<b>Total Cost of Improvements</b>	<b>Square Footage</b> (new, added, or affected area)		
\$			
<b>Previous Occupancy</b>		<b>Proposed Occupancy</b>	
New Building			
<b>Expedited Review (Additional fees apply)</b>			
Yes		Print Name	
Date:		Signature	
<b>Building Sprinklers</b>	Yes No	<b>Residential Master Plan</b>	Yes No
			<b>Master Plan Model Number</b>

*Affidavit: I hereby certify that I have read and examined this application and know the same to be true and correct All Provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local laws regulating construction or the performance of construction. I also hereby certify that the information on the site plan is true and correct and that all known easements have been properly shown. Call before you dig Texas 811.*

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**OFFICE USE ONLY**

**Permit No:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Total Permit Fee(s):** \$ \_\_\_\_\_

Zoning Compliance?     YES     NO    **Official Address:** \_\_\_\_\_  
 Flood Zone             YES     NO

**Copies to:**

Engineering             Planning and Zoning  
 Inspections             Other: \_\_\_\_\_  
 Police Department  
 Fire Department

**Application Fee Paid:** \_\_\_\_\_

Date                      Amount

The payment of the application fee is non-refundable and does not guarantee the issuance of a final permit

**Signature of Building Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This information is intended as a guide. It is not intended as a replacement for information or requirements as stipulated in the Subdivision and Zoning Ordinances and amendments of the Village of Vinton.

**\*\*Application fees are not permit fees.** Application fees cover the professional, administrative, and general expenses related to processing, reviewing applications. Permit fees are in addition to the application fee and calculated based upon the scope of work to be performed and **are paid at the time a permit is issued.**

**COMMERCIAL CONSTRUCTION/SITE DEVELOPMENT** applications must include:

- SITE PLAN
- GRADING AND DRAINAGE PLAN (with Engineers seal)
- BUILDING PLANS (including floor plan, foundation plan, roof plan, wall sections, building elevations, etc.)
- APPLICATION FEE\*
- Certificates of Compliance/Official Address

**MOBILE HOME PLACEMENT** applications must include:

- CERTIFICATION OF TITLE OF MOBILE HOME TO BE PLACED
- SITE PLAN
- APPLICATION FEE
- Certificates of Compliance/Official Address

**RESIDENTIAL CONSTRUCTION** applications must include:

- Site Plan
- Building Plans
- Application Fee
- Certificates of Compliance/Official Address

***Please ensure that all required documents and application fee is submitted with this application. Fees are not refundable for any application that is rejected, denied, or withdrawn. Once submitted, amendments or changes to applications will not be allowed. If an application is rejected, denied or withdrawn for any reason, a new application must be submitted and must include the fee for a new application.***

**PROCESS**

1. Submission of project application, required documents and payment of application fees.
2. Application and project review/approval by appropriate departments.
3. Payment of all applicable permit fees.
4. Issuance of Permit.
5. Issuance of Certificate of Occupancy when ALL work is complete.

**Work covered by this application is authorized only after the issuance of the appropriate permit(s). In no case is the submission of this application or payment of the application fee, tentative approval for the commencement of any work.**