



APPLICATION FOR BUILDING PERMIT

Permit No. _____

FOR CITY USE ONLY
DATE REC'D _____
ISSUED BY _____

DESCRIPTION OF WORK (Please mark all that apply)			<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> INDUSTRIAL
<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> ADDITION	<input type="checkbox"/> REPAIR	<input type="checkbox"/> OTHER		
<input type="checkbox"/> INTERIOR FINISH	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> SHELL ONLY			

Description of Proposed Construction _____

Project Name or Business Location Name _____

Job Address _____

Zoning _____ Is property in Downtown Business District? ____ If yes, a C.O.A. is required for exterior work

BUILDING INFORMATION (NEW OR AFFECTED AREA ONLY – PLEASE COMPLETE ALL THAT APPLY)

BASEMENT SLAB CRAWL SPACE (Circle One)

TOTAL SQ FT _____ CONSTRUCTION COST _____

OWNER _____ Phone (_____) _____

Address _____ City/State/Zip _____

Fax (_____) _____ Cell (_____) _____ E-Mail _____

CONTRACTOR _____ Phone(_____) _____

Address _____ City/State/Zip _____

Fax(_____) _____ Cell (_____) _____ E-Mail _____

Business License # _____ Issuing Authority _____ Exp. Date _____

PERMIT AMOUNT - _____ (To be completed by city official)

As the contractor, builder, owner or authorized agent, I hereby apply for a permit to erect/alter and use the structure as described herein and/or shown on accompanying plans and specifications. If a plot plan is required, said structure will be located as shown on the plot plan. If the permit is granted, I shall construct same according to the development regulations, ordinances and code of the City of West Point. Further, I shall be responsible for complying with all subdivision protective covenants (where applicable) and required set backs. I also understand that the structure authorized by the permit shall not be occupied or used until all Inspections have been made, all re-Inspection fees and fines paid and the Certificate of Occupancy/Completion has been Issued by the Department of Planning & Development. Applicant must hold a valid Occupational Tax Certificate (AKA 'business License') for the type of contraction covered by the permit Issued. A homeowner is not required to have an Occupational Tax Certificate If building one's own personal home (not more than one home per year). I understand that before any inspections will be made, erosion control measures must be installed and properly maintained daily and licensed subcontractor affidavits must be submitted and accepted. I hereby certify that I am the property owner or the authorized agent of the property owner and that all information contained hereon is true and accurate.

Applicant Signature _____ Print Name _____ Date _____