

**BUILDING PERMIT APPLICATION**

|  |                 |
|--|-----------------|
| <i>For Office Use Only</i> Zoning: _____ | Permit #: _____ |
|--|-----------------|

- |   |   |
|---|---|
| <input type="checkbox"/> New Building/Structure   | <input type="checkbox"/> Accessory Structure (Detached - Shed, Fence, etc.) |
| <input type="checkbox"/> Commercial Buildout  | <input type="checkbox"/> Sign (Fixed/Temporary)                             |
| <input type="checkbox"/> Addition (Attached Structure)                                  | <input type="checkbox"/> Demolition   |
| <input type="checkbox"/> Remodel (Interior/Exterior Alteration)                         | <input type="checkbox"/> Roof (indicate pitch of roof) _____                |
| <input type="checkbox"/> Miscellaneous (Driveway, Fence, Grading, Windows, Siding etc.) |   |

Application is hereby made for permission to construct: **(Please print complete description of work to be done.)**

\_\_\_\_\_

\_\_\_\_\_

|  |                                    |
|--|------------------------------------|
| Located On _____ Lot _____ Block _____             | Owner: _____                       |
| Permanent Parcel #: _____                          |                                    |
| Subdivision: _____                                 | Owner Address: _____               |
| <b>Located in Flood Zone:</b> <b>Yes</b> <b>No</b> | Owner Phone # _____                |
| Job Address: _____                                 | Additional Information or Comments |
| Estimated Job Valuation: _____                     | _____                              |
| Square Footage: _____                              | _____                              |

All contractors working within the Village of Winfield must be registered. Please provide a complete list of all contractors on the reverse side of this application. Include a copy of the state license for *Plumbers* and *Roofers* as required by the State.

**\*\* SCHEDULE ALL INSPECTIONS A MINIMUM OF 24 HOURS IN ADVANCE. THE PERMIT # IS REQUIRED WHEN CALLING FOR AN INSPECTION.**

I understand that it is my obligation as the owner, or the duly authorizing agent of the owner, to perform the work for which this application is made in full compliance with all Ordinances and Regulations of the Village of Winfield. I also understand that I am not relieved of this obligation even if the plans for this work are approved and such building permits are issued, and that the issuance of a permit or approval of drawing shall not be construed to be a permit for, or an approval of, any violation of the provisions of the Zoning Ordinances, Building Code, or any other Ordinance of the Village of Winfield. I hereby declare that I have read this application and fully understand my obligations as stated therein; that all of the information and drawings provided are true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: (print) \_\_\_\_\_ Company: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant is the:     Contractor             Owner             Other            (Check One)

**The applicant will receive plan reviews and will be notified when the permit is ready to be picked up.**

|                             |                          |                     |
|-----------------------------|--------------------------|---------------------|
| <i>For Office Use Only</i>  |                          |                     |
| Fee: _____                  | Date Paid: _____         | Payment Type: _____ |
| Review Approval Date: _____ | Plan Reviewer: _____     |                     |
| Permit Issue Date: _____    | Building Official: _____ |                     |

**WINFIELD COMMUNITY DEVELOPMENT DEPARTMENT**

|  |               |                        |              |
|--|---------------|------------------------|--------------|
| <b>Contractor - Name</b>                     | <b>Street</b> | <b>City, State Zip</b> | <b>Phone</b> |
| <input type="checkbox"/> General _____       |               |                        |              |
| <input type="checkbox"/> Excavation _____    |               |                        |              |
| <input type="checkbox"/> Sewer & Water _____ |               |                        |              |
| <input type="checkbox"/> Concrete _____      |               |                        |              |
| <input type="checkbox"/> Masonry _____       |               |                        |              |
| <input type="checkbox"/> Plumbing _____      |               |                        |              |
| <input type="checkbox"/> Roofer _____        |               |                        |              |
| <input type="checkbox"/> Carpentry _____     |               |                        |              |
| <input type="checkbox"/> Electrical _____    |               |                        |              |
| <input type="checkbox"/> HVAC _____          |               |                        |              |
| <input type="checkbox"/> Other _____         |               |                        |              |

**Documents Required for Submittal**

| <b>Project</b>  | <b>Application Fee Due at Submittal</b> | <b>Detailed Plans / Specification Sheet</b> | <b>Survey (with proposed location)</b> | <b>Topographical Survey</b> | <b>Copy of State License</b> |
|---|---|---|--|-----------------------------|------------------------------|
| Deck / Patio / Gazebo / <b>Shed over 120 sq. ft.</b>              | 104.50                                  | X   | X                                      |                             |                              |
| Driveway  | 104.50                                  | X   | X                                      |                             |                              |
| Electrical / Plumbing Permit                                      | 104.50                                  | X   |  |                             |                              |
| Fence   | 66.00                                   | X   | X                                      |                             |                              |
| Fireplace - Masonry   | 143.00                                  | X   | X                                      |                             |                              |
| Fireplace - Pre Fab   | 104.50                                  | X   |  |                             |                              |
| Furnace / AC / Water Heater                                       | 66.00                                   | X   |  |                             |                              |
| Generator   | 66.00                                   | X   | X                                      |                             |                              |
| Grading - Standard  | 880.00                                  |   |  | X                           |                              |
| Private Sidewalk / Shed under 120 sq. ft. / Temporary Sign/Banner | N/A                                     |   | Depicting location                     |                             |                              |
| Roofing / Siding / Gutters / Windows                              | 66.00                                   | X   |  |                             | Roofing                      |
| Sewer Repair/Cleanout   | 66.00                                   | X   |  |                             | Plumbing                     |
| Sign Permit - with Electricity                                    | 143.00                                  | X   | X                                      |                             |                              |
| Sign Permit - without Electricity                                 | 104.50                                  | X   | X                                      |                             |                              |
| Single Family Alteration / Remodel                                | 440.00                                  | X   |  |                             |                              |
| Swimming Pool - above ground                                      | 143.00                                  | X   | X                                      |                             |                              |
| Swimming Pool - below ground                                      | 660.00                                  | X   |  | X                           |                              |
| Underground Sprinkler System                                      | 66.00                                   | X   | X                                      |                             | Plumbing                     |

Any new buildings, commercial development, additions require a \$1,000 deposit at time of application. Remodels less than 1,000 sq. ft. require a minimum fee of \$440 at time of application. Additions require a grading permit and a deposit of \$880 to cover engineering reviews/inspections. Additions also may require Storm Water Permit Application.

Additional fees may apply due to plan review and inspection costs. Initial plan review takes a minimum of one week.

If the project planned does not appear on this list, contact the Community Development Department at (630) 933-7100.