

**Community Development Department**

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Applic. Date: \_\_\_\_\_  
Permit #: \_\_\_\_\_  
Permit Date: \_\_\_\_\_

**Building Permit Application**

**SECTION I - GENERAL INFORMATION**

Project Address _____		PIN # _____
Property Owner's Name _____		Property Owner's Mailing Address _____
Property Owner's Phone # _____	Property Owner's Cell Phone # _____	Property Owner's E-mail Address _____

**SECTION II – PRIMARY STRUCTURE USE**

- Single-family (attached)
- Single-family (detached)
- Multi-Family
- Commercial/Office
- Mixed-use
- Public
- Manufacturing

**SECTION III – TYPE OF WORK**

- Primary Structure
- New construction
  - Remodel/new space
  - Remodel/existing space
  - Roof Permit
  - Demolition Permit
  - Other \_\_\_\_\_

Accessory Structure

- New construction
- Remodel /Addition
- Demolition Permit
- Roof Permit
- Other \_\_\_\_\_
- Other \_\_\_\_\_

- Fence Permit
- Patio/Deck
- Driveway/Culvert Permit
- Grading Plan
- Tree Permit
- Survey/Plan
- Other \_\_\_\_\_

- ROW Bond Refund Date \_\_\_\_\_
- Demolition Bond Refund Date \_\_\_\_\_
- Landscaping Bond Refund Date \_\_\_\_\_

Is the structure a condominium? Y N

**\*PERMIT FEES CAN BE PAID BY CASH OR CHECK ONLY\***

**SECTION IV – PROJECT DETAILS**

Project Description \_\_\_\_\_ Zoning: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Cost Const. \$ \_\_\_\_\_ Total Square Feet of Work \_\_\_\_\_ Application is to correct a notice of violation? Y N

**SECTION V – CONTRACTOR INFORMATION - List each applicable contractor name, email and phone number (all contractors must be registered before permit is issued)**

General		VOPP Reg. #
Concrete		VOPP Reg. #
Carpentry		VOPP Reg. #
HVAC		VOPP Reg. #
Fence		VOPP Reg. #
Plumber	State Lic. #	VOPP Reg. #
Roofing	State Lic. #	VOPP Reg. #
Other		VOPP Reg. #
Other		VOPP Reg. #
Other		VOPP Reg. #

**SECTION VI – APPLICANT INFORMATION** I, the undersigned, certify that I have proper authority to apply for this building permit, that all contractors have consented to being listed and that all the information contained on this application is true and accurate to the best of my knowledge.

Applicant Signature _____	Applicant Printed Name _____	Date _____
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Applicant is:  Property owner  General Contractor Representative  Tenant

[05.15.19]

PLEASE EMAIL COMPLETED APPLICATION TO: [permits@palospark.org](mailto:permits@palospark.org)