

INSTRUCTIONS FOR COMPLETING A BUILDING PERMIT APPLICATION

**Guidelines for choosing the proper application and tips on filling it out completely.
(Applications must be completed in INK!)**

1. Is the project Residential or Commercial?

A. Residential:

Is the project an ADDITION to an existing structure, or a NEW structure on a parcel that already has structure(s) on it?

If “YES”, then use the *Residential Addition Application*.

Examples: Additions, sheds, decks, garages, pools, dormers.

If “NO”, Is the project a new single family dwelling on a vacant parcel?

If “YES”, then use the *New Single Family Home Application*.

B. Commercial:

Is the project an ADDITION to an existing structure, or a NEW structure on a parcel that already has structure(s) on it?

If “YES”, then use the *Commercial Addition Application*.

If “NO”, Is the project a new commercial building on a vacant parcel?

If “YES”, then use the *New Commercial Building Application*.

C. Mixed Commercial & Residential:

Is the project an ADDITION to an existing structure, or a NEW structure on a parcel that already has structure(s) on it?

If “YES”, then use the *Commercial Addition Application*.

If “NO”, Is the project a new commercial building on a vacant parcel?

If “YES”, then use the *New Commercial Building Application*.

(Consult staff with a “mixed use” application.)

2. *Minor Construction / Renovation Application*

Primarily used for residential type projects. **Examples:** reroofing, residing, window/door replacement, kitchen or bath renovations, basement area family room conversion, general remodeling with no addition. Minor commercial existing tenant renovations (i.e. tenant is not changing) with an accompanying floor plan.

3. *Tenant Fit-up; New Use; Change in Use; Home Occupation Application*

Used for a number of different purposes but, most commonly for a commercial tenant space fit-up application. This fit-up could be for a new use that is similar to the existing use or for an entirely different use. This application is also used for residential home occupations, established in a dwelling unit and regulated by the Zoning Ordinance.

Examples: Fit-up of an existing commercial tenant space in a shopping plaza or in-town store front or in an entire existing building without any additions. This fit-up may only involve cosmetic type work or may be more significant with new

nonbearing walls creating new rooms. Scaled floor plans are always needed for these type applications.

On second page under “Home Occupation” is where an in-home business, with the area of the home dedicated for the business clearly delineated on a sketch, would be applied for. The majority of the balance of this form would not apply.

4. When deciding what application to use and how to complete the form, keep in mind that most of the information being asked for is *zoning* related. The information on existing conditions/uses on the parcel of land as well as the proposed conditions (additions) and uses are critical for the Planning Department to make an accurate zoning review. That review always takes into account both new and proposed conditions. Initially a site plan is needed showing the site characteristics and any changes/additions on the site. Building plans *usually* can wait until the zoning review is complete. (Architectural plans are always need for Historic District Commission review.)

5. It is always better to give more information than you think is needed. Use drawings or sketches with notes explaining what’s “existing” and “new”. Remember the reviewer has never seen your project and while you know it intimately, we don’t. With lots of information and clear sketches/drawings the chances for a faster review increase. If we have to guess at what you’re doing, we’ll probably have to call you and that will take more time.

6. BUILDING CODE INFORMATION: As stated on the application forms, “Every addition is different in terms of layout and framing details. Therefore, it is imperative that a set of construction plans or sketches be submitted with this application. The plans/sketches must show a dimensioned layout of all new rooms and spaces, in enough detail to determine building code compliance with the proposed construction. In many cases, it will be necessary to show the existing (room) layout. The following is a list of specific items to be included with the plans/sketches and specifications:”

- Foundation plan including anchor bolt/strap information.
- Floor plan of each story. (Show attic access location.)
- Framing plan of each story including sizes & spacing of joists and beams.
- Roof framing plan including sizes & spacing of rafters and roofing materials.
- If cathedral ceiling design, provide supported ridge details.
- Framing cross sections where applicable.
- Wall sections, showing all wall materials, including header sizes.
- Bedroom window sizes and if "tilt-clean" style.
- Insulation amounts on all exterior walls and ceilings (Including basement).
- All interior and exterior stair details showing tread depth, riser height, and guard protection.
- Stair handrail and deck guardrail details.
- Location of hard wired smoke detectors.

Remember, the reviewer hasn’t seen your project. Plans and sketches (with plenty of explanatory notes) are the only way to communicate to the reviewer what is planned and

how it's to be constructed! Give us the information as if we were going to order the material and build your project.

On most projects, a clear understanding of what structure(s) are existing and their interior layout is needed. Often the drawings only show the new work. The code requires us to evaluate the potential impact of the new work on the existing structure; (i.e. the existing structure can't become deficient in exits or structurally impacted due to the new work.) Therefore, show the "big picture."

Of particular importance on commercial work is the means of egress: How many are there, where are they, what size are they, and how far do I travel to get to them? Also where are the bathrooms? How many are there, what size are they, and are they laid-out for accessibility (handicapped)?

With thorough planning during the application phase of a project, the City can better serve your needs and schedule.

Guidelines for completing a sign permit application.
(Applications must be completed in INK!)

The *Zoning (sign) Ordinance* regulates ALL signs on a parcel of land (not just the sign(s) you are adding). The left-hand portion of the application is where you list all existing signs on the property. Also needed are whether the existing signs are being removed or are remaining. The right-hand portion of the application is for the proposed new sign(s). Note the different types of signs (attached, projecting, freestanding, etc.). Note also the sizes being asked for are expressed in inches with the overall sign areas in square feet. The "store front linear frontage" (expressed in feet) information is critical in determining the allowable area of signage allowed on the property. What type of lighting is being proposed? Again a complete application with a site plan showing the location of the sign(s) and sketches of the sign(s) showing dimensions is critical if you want a quick review. **Hint:** Use the key number in the left-hand column of the application form to identify the sign(s) on your site plan and on the individual sign sketch.

For the sign ordinance text, click on the PDF file for the "City Sign Ordinance". Table 14 gives the dimensional limits for signs located within a given zoning district. You must know the zoning district of the property for which your sign(s) are being proposed. Pay attention to footnotes (A) and (B) as they may take precedence over the values in the table.