



**ELK RIDGE CITY
IMPROVEMENT BUILDING
PERMIT APPLICATION**

PERMIT #
APPROVED BY _____
DATE _____

PERMIT TYPE

_____ Out Building _____ Pool _____ Addition _____ Other Please Specify: _____

HOMEOWNER DETAILS

Name _____ Tax Serial # _____ Phone # _____
 Address _____ City _____ Zip _____ Email _____

CONTRACTOR DETAILS

Name _____ Contractor License# _____ Phone # _____
 Address _____ City _____ Zip _____ Email _____

A Contractor Registration Form must be filled out and turned in with the contractor's license each year. The form is at elkridgecity.org.

PROJECT DETAILS

VALUATION _____ Square Feet (at Completion) _____
 Number of Bathrooms _____ Number of Bedrooms _____ Brief Description of project _____

APPLICANT SIGNATURE-PLEASE READ CAREFULLY

- | | |
|--|---|
| <p>1. I agree to comply with all City, County, and State building Laws, Codes, and Ordinances, and that the representations in this application are true and accurate. Any misrepresentations or errors herein are the sole responsibility of the applicant and shall in no way accrue liability or obligation to enforcing officers or agents.
 (Initial) _____</p> <p>2. This permit becomes null and void if work or construction authorized is not commenced within 180 days or if construction work is suspended or abandoned for a period of 180 days at any time after work is commenced.
 (Initial) _____</p> <p>3. I understand construction equipment, including dumpsters and sanitary facilities, cannot be stored on the road.
 (Initial) _____</p> | <p>4. Does this property have any Covenants, Conditions and Restrictions (C,C,&Rs)? (Circle One) Yes No</p> <p>5. If yes to 3, I agree to be familiar with and follow those outlined for this property. (Initial) _____</p> <p>6. I agree to print a copy of the approved plans and will have the plans available on site for inspectors during all inspections. (Initial) _____</p> <p>7. I am aware of the inspections necessary and will be responsible for passing all inspections before receiving a Certificate of Occupancy/Completion.
 (Initial) _____</p> <p>8. I will comply with the requirements set forth in the Improvement Building Permit Overview.
 (Initial) _____</p> |
|--|---|

OCCUPANCY OR USE OF STRUCTURE IS PROHIBITED UNTIL AFTER FINAL INSPECTION AND CERTIFICATE OF OCCUPANCY IS ISSUED.

Homeowner Signature	Date
Contractor Signature	Date

PERMIT FEES

TYPE	FEE	RECEIPT #
Plan Check Fee		
Plan Check Deposit		
Building Permit Fee		
1% Building Permit Fee		
Performance Bond		
Other		
Total Fee		



IMPROVEMENT BUILDING PERMIT OVERVIEW

OVERVIEW

The City has compiled an overview for you of the process for adding improvements to a home in the City of Elk Ridge. **Please read all of the information in this packet. You will be held responsible for the information provided.** The Building Permit process is crucial to a safe and structurally sound structure. The following items are absolutely necessary in order to start the permit process and are required before plans will be accepted and forwarded to the Building Inspector for a Plan Check Review.

STEP ONE: PERMIT APPLICATION

- A. **Email** the following to ruby@elkridgecity.org:
1. Completed Building Permit Application
 2. Plans drawn to scale with electrical indicated
 3. Site plan with drainage and setbacks indicated (required for pool, addition, and out building)
 4. Stamped Structural Engineering (pool, addition, out building)
 5. Any additional items needed to understand scope of project.
- B. Plan Check Fee of **\$200 CASH OR CHECK ONLY** (Applied to permit fees). If the office is closed the plan check fee can be dropped off in the green box by the flagpole. Please indicate on the check it is for a building permit.

STEP TWO: PERMIT FEES

After the plan review is completed you will be contacted regarding the fees needed in order to obtain the building permit. The **permit number** will be assigned upon receipt of permit fees. The permit number is needed to schedule inspections.

STEP THREE: INSPECTIONS

Inspections are done through **Sunrise Engineering**. **Please contact them directly to schedule your inspections: 435-743-6151**. The inspections required vary based on project. A printed copy of the approved plans needs to be on site and available for the inspector at the time of inspection.

STEP FOUR: CERTIFICATE OF OCCUPANCY/COMPLETION

Upon City approval after the passing of the final inspection a Certificate of Occupancy or Certificate of Completion is issued and emailed to the email address listed on the application.