



IMPROVEMENT PERMIT APPLICATION

PERMIT # _____

PERMIT TYPE

Retaining Wall Out Building Solar Pool Addition Other: _____

OWNER/BUILDER DETAILS

Owner _____ Tax Serial # _____
 Address _____ City _____ Zip _____
 Phone # _____ Email _____
 Contractor _____ Contractor Phone # _____
 Contractor Address _____ Contractor Email _____

PROJECT DETAILS

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

APPLICANT SIGNATURE-PLEASE READ CAREFULLY

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) _____

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) _____

3. Does this property have any Convenants, Conditions and Restrictions (C,C,&Rs)?
 (Circle One) Yes No

4. If yes to 3, I agree to be familiar with and follow those outlined for this property.
 (Initial) _____

5. I agree to print a copy of the approved plans and will have the plans available on site for inspectors during all inspections. (Initial) _____

6. I am aware of the inspections necessary and will be responsible for passing all inspections before receiving a Certificate of Occupancy.
 (Initial) _____

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

 Owner Signature

 Date

 Contractor Signature

 Date

FEES

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

APPROVED BY _____
 DATE _____



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, retaining wall, addition, and out building)
 4. Stamped Structural Engineering (pool, retaining wall, addition, out building and solar)
 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 passing the final inspection a Certificate of Occupancy or Certificate of Completion is issued and emailed to the email address listed on the application.

SIGNATURE: I certify I have received a copy of the Improvement Permit Overview and understand the requirements therein _____ Date _____