



**ELK RIDGE CITY
BASEMENT BUILDING
PERMIT APPLICATION**

PERMIT #

APPROVED BY _____
DATE _____

BASEMENT PERMIT TYPE

___ Full Basement ___ Partial Basement ___ Accessory Apartment

HOMEOWNER 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.

CONTRACTOR DETAILS (IF APPLICABLE)

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

VALUATION _____ Square Feet (at Completion) _____
Number of Bathrooms _____ Number of Bedrooms _____ Kitchen Included Y/N _____ Rental Y/N _____
Brief Description of Other Rooms _____

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. Building permits must be paid **within 60 days** after the preliminary permit has been issued or the permit application will become void. (initial) _____

3. 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) _____

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

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

6. I understand construction equipment, including dumpsters and sanitary facilities, cannot be stored on the road.
(Initial) _____

7. I will comply with the requirements set forth in the Basement Building Permit Overview.
(Initial) _____

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

Owner Signature

Date

Contractor Signature

Date

PERMIT FEES-CASH OR CHECK ONLY

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



BASEMENT BUILDING PERMIT OVERVIEW

OVERVIEW

The City has compiled an overview for you of the process for finishing a basement 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 building. The following items are 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 permits@elkridgecity.org:
 - 1. Completed Building Permit Application
 - 2. Basement plans drawn to scale with electrical, plumbing, and dimensions of rooms and windows indicated.
 - 3. Cutting into the foundation for a new entry way or window must be defined on the plans. Any foundation cutting requires stamped engineered plans.
- 2. Plan Check Fee of **\$100 (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 and the address.

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. **BUILDING PERMIT FEES NEED TO BE PAID WITH CASH OR CHECK WITHIN 60 DAYS OF THE ISSUANCE OF THE PRELIMINARY APPROVAL.** 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.** A printed copy of the approved plans needs to be on site and available for the inspector at the time of inspection. The following inspections are required:

- a. 4way (Re-4way if the first 4way didn't pass)
- b. Insulation
- c. Final (Re-Final if the first Final didn't pass)

**** There are 4 inspections covered in the building permit fee. If more are needed there will be an additional fee assessed for each additional inspection.**

STEP FOUR: CERTIFICATE OF OCCUPANCY

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