

**BUILDING PERMIT APPLICATION**

<i>For Office Use Only</i> Zoning: _____	Permit #: _____
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- |  |  |
|--|--|
| New Building/Structure   | Accessory Structure (Detached - Shed, Fence, etc.) |
| Commercial Buildout  | Sign (Fixed/Temporary)                             |
| Addition (Attached Structure)                                  | Demolition   |
| Remodel (Interior/Exterior Alteration)                         | Roof (indicate pitch of roof) _____                |
| Miscellaneous (Driveway, Fence, Grading, Windows, Siding etc.) |  |

Application is hereby made for permission to construct: **(Please print complete description of work to be done.)**

\_\_\_\_\_

\_\_\_\_\_

Located On _____ Lot _____ Block _____	Owner: _____
Permanent Parcel #: _____	Owner Address: _____
Subdivision: _____	Owner Phone # _____
<b>Located in Flood Zone: Yes No</b>	Additional Information or Comments
Job Address: _____	_____
Estimated Job Valuation: _____	_____
Square Footage: _____	_____

All contractors working within the Village of Winfield must be registered. Please provide a complete list of all contractors on the reverse side of this application. Include a copy of the state license for *Plumbers* and *Roofers* as required by the State.

**\*\* SCHEDULE ALL INSPECTIONS A MINIMUM OF 24 HOURS IN ADVANCE. THE PERMIT # IS REQUIRED WHEN CALLING FOR AN INSPECTION.**

I understand that it is my obligation as the owner, or the duly authorizing agent of the owner, to perform the work for which this application is made in full compliance with all Ordinances and Regulations of the Village of Winfield. I also understand that I am not relieved of this obligation even if the plans for this work are approved and such building permits are issued, and that the issuance of a permit or approval of drawing shall not be construed to be a permit for, or an approval of, any violation of the provisions of the Zoning Ordinances, Building Code, or any other Ordinance of the Village of Winfield. I hereby declare that I have read this application and fully understand my obligations as stated therein; that all of the information and drawings provided are true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: (print) \_\_\_\_\_ Company: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant is the:  Contractor  Owner  Other (Check One)

**The applicant will receive plan reviews and will be notified when the permit is ready to be picked up.**

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Fee: _____	Date Paid: _____	Payment Type: _____
Review Approval Date: _____	Plan Reviewer: _____	
Permit Issue Date: _____	Building Official: _____	

**WINFIELD COMMUNITY DEVELOPMENT DEPARTMENT**

<b>Contractor - Name</b>	<b>Street</b>	<b>City, State Zip</b>	<b>Phone</b>
<input type="checkbox"/> General _____			
<input type="checkbox"/> Excavation _____			
<input type="checkbox"/> Sewer & Water _____			
<input type="checkbox"/> Concrete _____			
<input type="checkbox"/> Masonry _____			
<input type="checkbox"/> Plumbing _____			
<input type="checkbox"/> Roofer _____			
<input type="checkbox"/> Carpentry _____			
<input type="checkbox"/> Electrical _____			
<input type="checkbox"/> HVAC _____			
<input type="checkbox"/> Other _____			

**Documents Required for Submittal**

<b>Project</b>	<b>Application Fee Due at Submittal</b>	<b>Detailed Plans / Specification Sheet</b>	<b>Survey (with proposed location)</b>	<b>Topographical Survey</b>	<b>Copy of State License</b>
Deck / Patio / Gazebo / <b>Shed over 120 sq. ft.</b>	104.50	X	X		
Driveway	104.50	X	X		
Electrical / Plumbing Permit	104.50	X			
Fence	66.00	X	X		
Fireplace - Masonry	143.00	X	X		
Fireplace - Pre Fab	104.50	X			
Furnace / AC / Water Heater	66.00	X			
Generator	66.00	X	X		
Grading - Standard	880.00			X	
Private Sidewalk / Shed under 120 sq. ft. / Temporary Sign/Banner	N/A		Depicting location		
Roofing / Siding / Gutters / Windows	66.00	X			Roofing
Sewer Repair/Cleanout	66.00	X			Plumbing
Sign Permit - with Electricity	143.00	X	X		
Sign Permit - without Electricity	104.50	X	X		
Single Family Alteration / Remodel	440.00	X			
Swimming Pool - above ground	143.00	X	X		
Swimming Pool - below ground	660.00	X		X	
Underground Sprinkler System	66.00	X	X		Plumbing

Any new buildings, commercial development, additions require a \$1,000 deposit at time of application. Remodels less than 1,000 sq. ft. require a \$440 deposit at time of application. Additions require a grading permit and a deposit of \$880 to cover engineering reviews/inspections. Additions also may require Storm Water Permit Application.

Additional fees may apply due to plan review and inspection costs. Initial plan review takes a minimum of one week.

If the project planned does not appear on this list, contact the Community Development Department at (630) 933-7100.