



Date Received: _____

VILLAGE OF DOWNS

Building Permit Application Packet

The following forms and information is to assist in the Building Permit Application Process with The Village of Downs. The following steps must be completed by the applicant prior to a building permit being issued. **THIS PROCESS WILL TAKE A MINIMUM OF TWO WEEKS BEFORE A PERMIT WILL BE ISSUED. UNDER CERTAIN CIRCUMSTANCES, IT COULD TAKE LONGER.**

All required forms must be filled out appropriately and have the required information/items required for each form. i.e. Septic Permit #, Water tap on fee, Water deposit, Building Application fee.

Application packet is turned into the Village Hall. The application packet will be obtained by the Village Employee and the employee will contact the Village Building Chairperson informing them an application has been turned in.

NOTE: Possession or even completion of this packet does not guarantee issuance of a building permit.

The Village Building Chairperson will contact the Village Streets Chairperson, Village Water Chairperson, or any other applicable Village board member as necessary for their approval.

Once the above members have given their approval, the Village Building Chairperson will contact the Village Building Inspector to inform them of an application for building permit has been received and provide any information necessary to the Building Inspector.

Once these steps have been completed, the Building Chairperson will inform the Village Clerk to issue a building permit.

NO WORK IS TO COMMENCE UNTIL AN INITIAL INSPECTION IS DONE BY THE VILLAGE OF DOWNS BUILDING INSPECTOR.

Numerous inspections are required. After these inspections, any extra inspections or fines incurred due to failure to comply with Village of Downs building ordinances become the responsibility of the applicant. The Village of Downs abides by IRC codes.

Attached is a permit fee schedule. This schedule is for the permit only. Additional monies may be required for water deposit, water tap on fee, etc.

VILLAGE OF DOWNS BUILDING PERMIT APPLICATION

Applicant _____ **Phone#** _____

General Contractor _____ **Phone#** _____

Construction Address _____

Plans submitted? ()yes ()no **Site plans?** ()yes ()no

Type of construction? ()Single family
()Zero Lot Line, Duplex
()Interior Remodel
()Shed, \$500+
()Deck
()Other

Please specify/work description: _____

Construction Costs:

*Lot cost \$ _____
*General \$ _____
Electric \$ _____
Plumbing \$ _____
HVAC \$ _____
*TOTAL \$ _____

Subcontractors:

General _____
Plumbing _____
Electrical _____
Excavating _____
HVAC _____
Roofing _____

A permit shall be obtained for the scope of work as defined by the applicable code, prior to commencing work in the Village of Downs. Where the scope of work is not clear, the Village may require additional information or documentation. The applicant and owner of this property consents to any reasonable inspection of work to determine whether a permit is necessary. The applicant acknowledges that they have informed the property owner of the inspection requirements necessary to determine compliance. Upon completion of the work the permit holder shall notify the Village of Downs for a final inspection and occupancy compliance with the Village Building Inspector.

The Village of Downs is not responsible for damage or injury as a result of inspection or failure to make an inspection. The applicant swears and/or affirms to the truth of the plans, information and documentation provided for permit issuance, and agrees to comply with the Village of Downs adopted ordinances. This application and permit is neither transferable or assignable, and may be revoked at anytime with valid reason. This application does not guarantee permit issuance, and is not valid without code officials signature of approval.

AGENT/APPLICANT/OWNER _____ **DATE** _____

()PERMIT GRANTED ()PERMIT DENIED **BUILDING OFFICIAL** _____

Village of Downs

Building Permit Checklist for Application Packet

The undersigned person is responsible for this permit and responsible for correspondence with the Village of Downs regarding this permit. **NOTE: Possession or even completion of this packet does not guarantee issuance of a building permit.**

Name of Applicant _____

Address _____

Checklist of required materials for completion of a building permit.

(all these demands must be met for a building permit to be issued)

1. Do you have your Health Department Permit and/or Septic Permit #? _____
2. Are all required items filled out ? (water app., culvert insp.)? _____
3. Is total cost of project including land(land is f/new construction) listed? _____
4. Is the Culvert Application filled out completely? _____
5. Is the water tap on fee/deposit in the amounts in the check submitted? _____

NOTE: Numerous inspections are given including final inspections. After these inspections, any *extra inspections or fines* incurred due to failure to comply with Village of Downs building ordinances become the responsibility of the applicant/the above named party. The Village of Downs abides by BOCA codes.

NO WORK IS TO COMMENCE UNTIL A BUILDING PERMIT IS ISSUED BY THE VILLAGE AFTER DIRECTION BY THE BUILDING CHAIRPERSON AS OUTLINED IN THE VILLAGE ORDINANCE BOOK.

**VILLAGE OF DOWNS
WATER DEPARTMENT
APPLICATION FOR WATER SERVICE**

Full Name _____

Service Address _____

Mailing Address _____

Phone _____

Work Phone _____

Date water needed _____

*FEEES NEEDED
WITH APPLICATION*

Tap on fee
\$500
Deposit
\$100

Meters must be picked up from the Water Superintendent. A complete meter installation includes the meter remote reader. The meter will be installed before the water shutoff.

Village Code Chapter 12 Section 2 TURNING ON

No water from the Village water supply shall be turned on for service into any premise by any person but the Water Superintendent or some person authorized by him to perform this service. An unauthorized water turn on shall result in a **\$400 Four Hundred Dollar fine.**

Village Code Chapter 12 Section 4 Deposit

A deposit shall be made with each application, this sum to be retained by the Village to ensure payment of all bills. The amount of this deposit shall be determined by the Village Board. When service to the applicant is discontinued permanently, this deposit, less any amount still due to the Village for water service shall be refunded without interest. **The current fee is \$100.**

Village Code Chapter 12 Section 6 Service Connection Fee

No connections with a water main shall be made without a permit being issued and twenty-four hours notice having been given to the Water Superintendent. All such connections shall be made and all such work done at the sole expense of the applicant who shall also pay the expense of all materials necessary for such work; said connections shall be made and all such work shall be done by the Village and no connection shall be covered until the work has been inspected by the Water Superintendent. Applications for such connections must be made to the Water Superintendent, and an advance fee of \$500.00 (Five Hundred Dollars) shall be paid with the water application.

Upon making application for water to be turned on at the above address, I do accept and agree to abide by all of the provisions of the Village of Downs Water Department as stated in the Code of the Village, as conditions governing the use of the Village water supply.

Signature _____ **Date** _____

Septic Permit # _____ **Date Approved** _____

Signature of Water Chairperson _____ **Date** _____

Signature of Water Superintendent _____ **Date** _____

Meter ID _____ **Customer ID** _____ **Date water turned on** _____

APPLICATION FOR CULVERT INSTALLATION

_____ I am not installing a culvert _____
Homeowner/Applicant Signature Date

_____ I am installing a culvert _____
Homeowner/Applicant Signature Date

If you want to install a culvert, please draw the proposed installation on the space provided below. You are required to indicate the following:

- 1) Location of the culvert (address, etc.).**
- 2) Distance from the street.**
- 3) Size and length of the culvert.**
- 4) Type of culvert (materials).**
- 5) Plan for covering the culvert (gravel, concrete, etc.).**

**CULVERTS MUST MEET VILLAGE MINIMUM SPECIFICATIONS OF:
CULVERT PIPE @ LEAST 12" WIDE & 16' LONG
GALVANIZED STEEL PIPE OR BLACK COATED STEEL PIPE**

.....
This form must be completed and approved by the Street Chairperson prior to issuance of a building permit or installation of a culvert.
.....

Who will be responsible for the installation of the culvert?

Name & Phone #
Homeowner/Applicant Signature _____

Street Chairperson Signature _____

Approved _____ Denied _____ Date _____

Date Received: _____

HOLD HARMLESS AGREEMENT

The following is an agreement to hold the Village of Downs harmless from any and all liability for the purpose of construction of any deck, porch, stoop, step out, or the like on the external portion of any residence.

This agreement is stating that the homeowners will be allowed to construct a deck, porch, stoop, or the like WITHIN CODE, and providing that the total cost is below \$2000.00, without being required to obtain a Health Department Permit.

If, during the construction of any deck, porch, stoop, or the like, the homeowner damages in anyway any septic system, drainage tile, or the like, it will be the responsibility of the homeowner to incur the cost of any and all repairs to the septic system, drainage tile, etc.

It is also understood by the homeowner that any construction performed during this process that may impede the future access of the sewer system, could and will require an initial inspection by the Village of Downs Building Inspector prior to ANY work being started.

Homeowners Name _____
Print

Homeowners Signature _____

Address _____

Phone # _____

Date _____

Building Permit Fee Schedule

From	To	Fee	From	To	Fee
\$1.00	\$ 2,000.00	\$ 45.00	\$ 36,001.00	\$ 37,000.00	\$ 180.00
\$2,001	\$ 5,000.00	\$ 90.00	\$ 37,001.00	\$ 38,000.00	\$ 181.00
\$5,001	\$ 6,000.00	\$ 95.00	\$ 38,001.00	\$ 39,000.00	\$ 182.00
\$6,001	\$ 7,000.00	\$ 100.00	\$ 39,001.00	\$ 40,000.00	\$ 183.00
\$7,001	\$ 8,000.00	\$ 105.00	\$ 40,001.00	\$ 41,000.00	\$ 184.00
\$8,001	\$ 9,000.00	\$ 110.00	\$ 41,001.00	\$ 42,000.00	\$ 185.00
\$9,001	\$ 10,000.00	\$ 115.00	\$ 42,001.00	\$ 43,000.00	\$ 186.00
\$10,001	\$ 11,000.00	\$ 120.00	\$ 43,001.00	\$ 44,000.00	\$ 187.00
\$11,001	\$ 12,000.00	\$ 125.00	\$ 44,001.00	\$ 45,000.00	\$ 188.00
\$12,001	\$ 13,000.00	\$ 130.00	\$ 45,001.00	\$ 46,000.00	\$ 189.00
\$13,001	\$ 14,000.00	\$ 132.00	\$ 46,001.00	\$ 47,000.00	\$ 190.00
\$14,001	\$ 15,000.00	\$ 134.00	\$ 47,001.00	\$ 48,000.00	\$ 191.00
\$15,001	\$ 16,000.00	\$ 136.00	\$ 48,001.00	\$ 49,000.00	\$ 192.00
\$16,001	\$ 17,000.00	\$ 138.00	\$ 49,001.00	\$ 50,000.00	\$ 193.00
\$17,001	\$ 18,000.00	\$ 140.00	\$ 50,001.00	\$ 51,000.00	\$ 239.00
\$18,001	\$ 19,000.00	\$ 142.00	\$ 51,001.00	\$ 52,000.00	\$ 241.00
\$19,001	\$ 20,000.00	\$ 144.00	\$ 52,001.00	\$ 53,000.00	\$ 242.00
\$20,001	\$ 21,000.00	\$ 146.00	\$ 53,001.00	\$ 54,000.00	\$ 243.00
\$21,001	\$ 22,000.00	\$ 148.00	\$ 54,001.00	\$ 55,000.00	\$ 245.00
\$22,001	\$ 23,000.00	\$ 150.00	\$ 55,001.00	\$ 56,000.00	\$ 246.00
\$23,001	\$ 24,000.00	\$ 152.00	\$ 56,001.00	\$ 57,000.00	\$ 248.00
\$24,001	\$ 25,000.00	\$ 154.00	\$ 57,001.00	\$ 58,000.00	\$ 249.00
\$25,001	\$ 26,000.00	\$ 156.00	\$ 58,001.00	\$ 59,000.00	\$ 250.00
\$26,001	\$ 27,000.00	\$ 158.00	\$ 59,001.00	\$ 60,000.00	\$ 252.00
\$27,001	\$ 28,000.00	\$ 160.00	\$ 60,001.00	\$ 61,000.00	\$ 253.00
\$28,001	\$ 29,000.00	\$ 162.00	\$ 61,001.00	\$ 62,000.00	\$ 255.00
\$29,001	\$ 30,000.00	\$ 164.00	\$ 62,001.00	\$ 63,000.00	\$ 256.00
\$30,001	\$ 31,000.00	\$ 166.00	\$ 63,001.00	\$ 64,000.00	\$ 257.00
\$31,001	\$ 32,000.00	\$ 168.00	\$ 64,001.00	\$ 65,000.00	\$ 259.00
\$32,001	\$ 33,000.00	\$ 170.00	\$ 66,001.00	\$ 66,000.00	\$ 260.00
\$33,001	\$ 34,000.00	\$ 172.00	\$ 66,001.00	\$ 67,000.00	\$ 262.00
\$34,001	\$ 35,000.00	\$ 174.00	\$ 67,001.00	\$ 68,000.00	\$ 263.00
\$35,001	\$ 36,000.00	\$ 176.00	\$ 68,001.00	\$ 69,000.00	\$ 264.00

Building Permit Fee Schedule

From	To	Fee	From	To	Fee
\$69,001.00	\$ 70,000.00	\$ 266.00	\$ 100,000.00	\$ 500,000.00	\$ 390.00
\$70,001	\$ 71,000.00	\$ 267.00	\$ 500,001.00	\$ 1,000,000.00	\$ 545.00
\$71,001	\$ 72,000.00	\$ 269.00	\$ 1,000,001.00	\$ 3,000,000.00	\$ 700.00
\$72,001	\$ 73,000.00	\$ 270.00	\$ 3,000,001.00	and over	\$ 855.00
\$73,001	\$ 74,000.00	\$ 271.00			
\$74,001	\$ 75,000.00	\$ 273.00			
\$75,001	\$ 76,000.00	\$ 295.00			
\$76,001	\$ 77,000.00	\$ 297.00			
\$77,001	\$ 78,000.00	\$ 298.00			
\$78,001	\$ 79,000.00	\$ 300.00			
\$79,001	\$ 80,000.00	\$ 301.00			
\$80,001	\$ 81,000.00	\$ 303.00			
\$81,001	\$ 82,000.00	\$ 304.00			
\$82,001	\$ 83,000.00	\$ 306.00			
\$83,001	\$ 84,000.00	\$ 307.00			
\$84,001	\$ 85,000.00	\$ 308.00			
\$85,001	\$ 86,000.00	\$ 310.00			
\$86,001	\$ 87,000.00	\$ 312.00			
\$87,001	\$ 88,000.00	\$ 314.00			
\$88,001	\$ 89,000.00	\$ 315.00			
\$89,001	\$ 90,000.00	\$ 317.00			
\$90,001	\$ 91,000.00	\$ 318.00			
\$91,001	\$ 92,000.00	\$ 320.00			
\$92,001	\$ 93,000.00	\$ 321.00			
\$93,001	\$ 94,000.00	\$ 323.00			
\$94,001	\$ 95,000.00	\$ 324.00			
\$95,001	\$ 96,000.00	\$ 325.00			
\$96,001	\$ 97,000.00	\$ 328.00			
\$97,001	\$ 98,000.00	\$ 329.00			
\$98,001	\$ 99,000.00	\$ 331.00			
\$99,001	\$ 99,999.00	\$ 332.00			

Fee is to be based on total project cost, including lot

