



BASEMENT PERMIT APPLICATION

APPROVED _____ DATE _____
PERMIT # _____

LICENSE TYPE

___ Full Basement ___ Partial Basement ___ Accessory Apartment

OWNER/BUILDER DETAILS

Owner _____ Phone # _____
Address _____ City _____ Zip _____
Tax Serial No _____ Email _____
Contractor _____ Contractor Phone # _____
Contractor Email _____ Contractor Address _____

BASEMENT DETAILS

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. 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 Covenants, Conditions and Restrictions (C,C,&Rs)?
(Circle One) Yes No

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

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		
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 structure building. A number of items are necessary to ensure that the process goes as smoothly and quickly as possible. The following items are absolutely needed 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

Bring to following into the City Office to start the process:

- A. Completed Building Permit Application
- B. Plan Check Fee of **\$100** (Applied to permit fees)
- C. Bring in to the office **2 copies** of the basement plans drawn to scale with electrical indicated.

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 PERMIT FEES

Inspections are done through **Sunrise Engineering. Please contact them directly to schedule your inspections: 435-743-6151.** The following inspections are required:

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

** There are 5 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 passing the final inspection a Certificate of Occupancy is issued and emailed to the email address(es) listed on the application.