



# IMPROVEMENT PERMIT APPLICATION

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
 PERMIT # \_\_\_\_\_

## LICENSE 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 4, I agree to be familiar with and follow those outlined for this property.**  
 (Initial) \_\_\_\_\_

**5. 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		
<b>Total Fee</b>		



# 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. 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 following as applicable:
  1. Plans drawn to scale with electrical indicated.
  2. Site plan with drainage indicated, this needs to be emailed to [ruby@elkridgecity.org](mailto:ruby@elkridgecity.org) as well (required for pool, retaining wall and addition, and out building)
  3. Stamped Structural Engineering (pool, retaining wall, addition, out building and solar)
  4. Any additional items needed to understand scope of project.

## 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 inspections required vary based on project.

## STEP FOUR: CERTIFICATE OF OCCUPANCY

Upon passing the final inspection a Certificate of Occupancy or Certificate of Completion is issued and emailed to the email address(es) listed on the application.