



# BASEMENT PERMIT APPLICATION

Application 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

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		
<b>Total Fee</b>		



## ELK RIDGE BASEMENT BUILDING PERMIT PACKET

The City has compiled a packet of information for you that will be necessary for the process of 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

- A. Completed Building Permit Form with "BASEMENT" circled at the top
- B. Plan Check Fee of **\$100** (Applied to permit fees)
- C. Bring in to the office **2 copies** of the following:
  1. Plans drawn to scale with electrical indicated.

### Step Two

- A. **Obtain Permit upon payment of any necessary fees.**
  1. When plans are approved by the engineer, the building secretary will do one of the following:
    - a. email you a preliminary permit with the any further fees indicated. The plan check deposit is applied to the permit at this time. This permit **will not** have the permit number.
  2. A **Permit number** is needed to schedule inspections.
    - a. Call **Sunrise Engineering** for all inspections.
    - b. Their phone number is **435-743-6151**.

### Step Three

- A. Inspections
  1. The following inspections are required.
    - a. 4way (Re-4way if the first 4way didn't pass)
    - b. Insulation
    - c. Dry Wall
    - d. Final (Re-Final if the first Final didn't pass)
  2. If more inspections are needed the five covered in the permit fee there will be an additional fee assessed for each inspection.

### Step Four

- A. Certificate of Occupancy is issued
  1. Upon passing the final inspection a Certificate of Occupancy is issued.