



Residential Building Application

Looking for a demolition permit? Use the [Residential Building Demolition Application](#)

Property Owner Information:

Project Contact

Name: _____ Phone: _____

Address: _____

City/State: _____ Zip: _____

Email: _____

Applicant/Agent Information: (If not the Property Owner)

Project Contact

Name: _____ Phone: _____

Address: _____

City/State: _____ Zip: _____

Email: _____

Contractor Information:

Name: _____ License #: _____

Address: _____ Phone number: _____

Architect: _____ Engineer: _____

Description of Work:

Site Information:

Site Address: _____

Tax Parcels: _____

Building Data: Stories _____ Bedrooms _____ Bathrooms _____ Fireplaces _____

Proposed New Floor Area in Square Footage: (for New Construction / Addition)

1st floor _____ Finished Basement _____ Garage _____ Pole Barn _____

2nd floor _____ Unfinished Basement _____ Carport _____ 3rd floor _____

Uncovered Decks & Porches more than 30" above grade _____

Covered Decks, Porches and Patios _____

Proposed Remodel Floor Area in Square Footage: (for Remodel)

1st floor _____ Finished Basement _____ Garage _____ Pole Barn _____

2nd floor _____ Unfinished Basement _____ Carport _____ 3rd floor _____

Uncovered Decks & Porches more than 30" above grade _____

Covered Decks, Porches, and Patios _____

Heating system:

Electric: Forced Air Wall* Baseboard* Heat Pump

***Please Note:** Wall and Baseboard heaters require the installation of a ductless heat pump

Gas/Oil: Forced Air Boiler Radiant

Propane: Tank Size: _____

New/change to Plumbing or Mechanical systems: Yes No

Electric Utility Provider: _____

Water Source: (check one) Public (Purveyor/Group Well) Individual Well

Sewage disposal: (check one) Septic Sewer - Contractor Name: _____

Manufactured Home Installer WAINS number (if known): _____

Valuation of Project: \$ _____

(Cost of entire project, including material, labor, and professional services **or** manufactured homes)

For dwelling units only:

Whole House Ventilation System: (check one)

Option 1 - **IRC M1505.4.1.2** Whole House Venting Using Exhaust Fans

Option 2 - **IRC M1505.4.1.5** Whole House Ventilation Integrated with Central Heating

Option 3 - **IRC M1505.4.1.3** Whole House Ventilation Ducted from Supply Fan

Option 4 - **IRC M1505.4.1.4** Balanced Whole House Ventilation System (ERV/HRV) (flow testing not required for option 4)

CFM: _____

Whole House Ventilation Rate: CFM per M1505.4.3.

Building Application Signatures

- **The Applicant/Agent must sign the application.**

I certify that to the best of my knowledge and belief, the information provided in this application is true, complete, and accurate. I also certify that I have the authority to carry out the proposed activities, and I agree to start work only after all necessary permits and approvals have been received.

I hereby grant to the agencies to which this application is made or forwarded, the right to enter the above-described location to inspect the proposed, in-progress, or completed work.

Applicant/Agent Signature

Date

Applicant Attestation:

Applicants must confirm they have a legal right to begin the permitting process for the proposed development project. The [Applicant Attestation form](#) must be completed and uploaded with application submittal along with any required supporting documents.

If the applicant is an agent of the property owner, they must submit the completed [Property Owner Consent form](#) or other written permission from the property owner that authorizes them to act on their behalf.