

Building Permit Application

Permit Number _____

Inspection required ?

YES _____ NO _____

☐ Approved ☐ Denied

Permit Fee: _____

Property Owner Information

Name _____
Mailing Address _____
City _____ State _____ Zip Code _____
Phone _____ Email _____

Other contact information if applicable

Check all that apply ☐ Applicant ☐ Owner ☐ Contractor ☐ Other

Name _____ Company _____
Mailing Address _____
City _____ State _____ Zip Code _____
Phone _____ Email _____

Property Information

Property Address _____

Zoning District ☐ A ☐ R ☐ M ☐ C-1 ☐ C-2 ☐ MPH

Proposed Construction Date: _____

Total Square Footage: _____ Estimated Value: _____

Description of proposed Construction:

(Please attach all additional documents including blueprints)

*I am the owner of the property described above or am authorized by the owner to sign and submit this application. I certify under penalty of perjury of the laws of the City Of Sidney that the information on this application and all information submitted herewith is true, complete and correct. I also acknowledge that by signing the application I am the responsible party to receive all correspondence from the City regarding this project including, but not limited to, expiration notifications. If I, at any point during the review or inspection process, I am no longer the Applicant for this project, it is my responsibility to update this information with the City in writing in a timely manner.

Signature _____

Date _____

Printed Name _____

Zoning Administrator Comments:

Signature of Zoning Administrator: _____

BUILDING PERMITS

PERMIT REQUIRED. No person shall proceed with the erection, construction, conversion, alteration, enlargement, extension, raising or demolition or moving of any building or structure or of any portion thereof without first having received a building permit from the City Administrator.

ISSUANCE OF PERMIT. Every application for a building permit shall be made to the City Administrator in writing, and shall be accompanied by a detailed set of plans in duplicate showing the size of the proposed building or structure, its location on the lot, the materials of which it is to be constructed and the details and type of construction to be employed. On the issuance of a permit, one set of the plans shall be retained by the City Administrator as a permanent record and one set shall be returned to the applicant.

House Mover Penal bond required to the city in minimum sum of \$5,000 issued by a surety company authorized to issue such bonds in the state. Certificate of insurance indicating that the applicant is carrying public liability insurance for duration of permit in the minimum amounts:

- A. Bodily Injury- \$50,000.00 per person; \$100,000.00 per accident
- B. Property Damage-\$50,000.00 per accident

Excavation Penal bond required to the city in minimum sum of \$1,000 issued by a surety company authorized to issue such bonds in the state. In lieu of surety bond, a cash deposit of \$1,000 may be filed with the City. Certificate of insurance indicating that the applicant is carrying public liability insurance for duration of permit in the minimum amounts: A. Bodily Injury- \$50,000.00 per person; \$100,000.00 per accident
B. Property Damage-\$50,000.00 per accident

Special Use Permit fee-\$25.00

Fence Under 6' tall Permit fee-\$25.00

Uncovered deck less than 30" above horizontal grade Permit Fee- \$25.00.

Uncovered deck Equal to or greater than 30" above horizontal grade Permit Fee-\$150.00

Sheds or similar accessory structure Under 200 square feet Permit fee-\$25.00

Paved Flat work (drive way, Sidewalks) Permit fee-\$25.00

Signs Permit fee \$25.00

PERMIT FEES. The fees to be charged for a building permit and accompanying inspections, including alterations and remodeling, are as follows in Fee Table 1. For purposes of calculating fees, the value of new construction or addition to the footprint of an existing structure shall be calculated by International Code Council Building Valuation Data, updated semi-annually, multiplied by square footage with square footage calculated as the floor space of all cumulative levels of a structure, exclusive of unfinished attics or crawlspaces. The value of renovations, alterations, or remodeling to an existing structure that do not alter the square footage of the structure shall be valued at the estimated actual cost of the renovation, alteration, or remodel. Physical inspections shall be carried out on work that:

1. Is new construction or an addition to the footprint of an existing structure
2. Is renovation work to an existing structure and the estimated actual cost of renovation, alteration, or remodel exceeds 50 percent of the assessed value of the structure

The building permit for renovations, alterations, or remodels to an existing structure that do not alter the square footage of the structure shall be assessed as outlined in Fee Table 1, minus 30 percent of the total building permit fee.

Total Valuation	Permit Fee
Fee Table 1	
\$1,001 to \$25,000	\$15.00 per \$1,000 of value or fraction thereof, including \$25,000.
\$25,001 to \$50,000	\$375 for the first \$25,000, plus \$10.00 per additional \$1,000 of value or fraction thereof, including \$50,000.
\$50,001 to \$100,000	\$625 for the first \$50,000, plus \$7.00 per additional \$1,000 of value or fraction thereof, including \$100,000.
\$100,001 to \$500,000	\$975 for the first \$100,000, plus \$5.00 per additional \$1,000 of value or fraction thereof, including \$500,000.
\$500,001 to \$1,000,000	\$2,975 for the first \$500,000, plus \$4.00 per additional \$1,000 of value or fraction thereof, including \$1,000,000.
\$1,000,001 and up	\$4,975 for the first \$1,000,000, plus \$2.00 per additional \$1,000 of value or fraction thereof

Submittal Guide

The checklist below is a compilation of the documents that may be required for your application. Please provide all required documents as soon as possible in order to expedite the permit issuance process.

Checklist for Construction Documents*

Item	Full Plans	Schematic/Drawing	Inspection	Other
New Con.- Comm., Ind., Civic, or Multi-Fam.	Yes	No	Yes	Site Plan
New Con.-Residential	Yes	No	Yes	Site Plan
Existing Building	Yes, if structural	Yes, if not Structural	Yes	
Electrical	No	If inspector requires	Yes	
Mechanical/HVAC	No	If Inspector requires	Yes	
Plumbing	No		Yes	
Work in the Right-of-Way	No	No	Yes	
Floodplain			Yes	Certified Elevation
Paving	No	Yes	By City	Site Plan
Detached Garage or Shed	If inspector requires	Yes	Yes	Site Plan
Deck or Porch	If inspector requires	Yes	Yes	
Fence or Retaining Wall	If inspector requires	Yes	Yes	Site Plan
Signage	If inspector requires	Yes		Site Plan
Excavation	No	No	Yes	Grading Plan with at least 2' contours
Demolition	No	No	Yes	Site Plan

Licenses Professional Contact Information (Architect or Engineer)

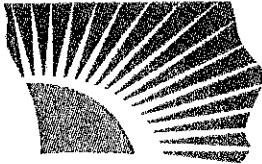
Name (Registrant)	Telephone Number	e-mail address		License No	
Street Address	City/Town	State	Zip Code	Discipline	Exp. Date

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Street Address	City/Town	State	Zip Code	Discipline	Exp. Date

We will need detailed documentation on the footings, slab, or whatever type of foundation it would be on. There will be recommendations and such from the developer/manufacture that say what the recommendation is. The contractor doing the concrete work would be able to provide the specifications for inspectors and plan review.

Next, we also need a site plan. This will tell where on the property it will sit and what the setbacks are from each property line.



Phil Richter
Housing Inspector

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