

HOW DO I OBTAIN A BUILDING PERMIT?

A building permit is required whenever a structure is moved into the community, erected, added to, or structurally altered.

⇒ Meet with the Administrative Official (Finance Officer) and ask for a Building Permit application.

⇒ Complete the application and pay the appropriate fee.

⇒ In addition to the application a site plan shall also be submitted including the following:

- A site plan, drawn to scale, showing the exact size, shape, and dimensions of the lot to be built upon, the exact size and location on the lot of all existing buildings and structures, and the exact size and location on the lot of the structure or building proposed to be repaired, altered, erected, or moved, and the size, arrangement, number of parking stalls, movement of vehicles and ingress and egress drives for all off-street parking and loading facilities.
- The location of the said lot with respect to existing rights-of-way and adjacent lots.
- Any other information which the Administrative Official may deem necessary for consideration in enforcing the provisions of this Ordinance.

⇒ The Administrative Official will review your application and will either approve or disapprove the application.

⇒ Your application may be denied because you may be required to either rezone your property, or obtain a conditional use permit or variance prior to receiving a building permit.

**CITY OF LAKE PRESTON
BUILDING PERMIT APPLICATION**

PERMIT NUMBER _____

APPLICANT (PRINT): _____ PHONE: _____

ADDRESS: _____

OWNER (PRINT): _____ PHONE: _____
IF DIFFERENT THAN APPLICANT

ADDRESS: _____

1. **DEVELOPMENT SITE LEGAL DESCRIPTION:** SUBDIVISION _____ BLOCK _____ LOT _____

2. _____

1. **DEVELOPMENT SITE STREET ADDRESS:** _____

EXISTING ZONING DESIGNATION: _____

TYPE OF APPLICATION (check all that apply) _____

____ NEW STRUCTURE ____ ALTERATION/ADDITION ____ ACCESSORY BUILDING ____ MOVING
____ DEMOLITION

PLEASE DESCRIBE THE PROPOSED WORK: (be specific as to size of buildings, lots, construction materials, etc)

PLEASE DESCRIBE THE PROPOSED USE WHEN COMPLETED:

ESTIMATED PROJECT CONSTRUCTION COST (including labor): \$ _____

NOTE: A SKETCH OF PROPOSED PROPERTY SHALL ACCOMPANY THIS APPLICATION, SHOWING THE FOLLOWING:

- | | |
|--|--|
| 1. NORTH DIRECTION | 5. DIMENSIONS OF FRONT AND SIDE SETBACKS |
| 2. DIMENSIONS OF PROPOSED STRUCTURE | 6. LOCATION OF ADJACENT EXISTING BUILDINGS |
| 3. STREET NAMES | 7. OTHER INFORMATION AS MAY BE REQUESTED |
| 4. LOCATION OF PROPOSED STRUCTURE ON LOT | |

"PLEASE USE THE ATTACHED SKETCH INSTRUCTION SHEET FOR AN EXAMPLE"

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or the performance of construction.

_____ SIGNATURE OF CONTRACTOR	_____ DATE	_____ SIGNATURE OF APPLICANT	_____ DATE	_____ SIGNATURE OF OWNER	_____ DATE
				(IF DIFFERENT THAN APPLICANT)	

**FOR OFFICIAL
USE ONLY**

____ FEE PAID:

____ DATE:
____ PERMIT
ISSUED

DATE: _____
____ PERMIT EXPIRES DATE:

REASONS FOR DENYING PERMIT: _____

PERMIT APPROVED BY _____ DATE _____