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**ACCESSORY STRUCTURE APPLICATION**

Application for a permit to (Describe what you are proposing to do):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Work being done at:**

Address: \_\_\_\_\_ Day Telephone: \_\_\_\_\_  
Name of Property Owner: \_\_\_\_\_ Size of New Structure: \_\_\_\_\_  
Subdivision \_\_\_\_\_ Lot No. \_\_\_\_\_ Lot Size \_\_\_\_\_

**Contractor/Applicant:**

Company Name: \_\_\_\_\_  
License Holder: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State/zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Federal Employer ID number: \_\_\_\_\_ Contractors License Number & Expiration: \_\_\_\_\_

**If contractor is not pulling the permit in person, a letter of authorization must be present to obtain a permit.**

Authorized person (not the contractor): \_\_\_\_\_ Drivers License Number: \_\_\_\_\_

Cost by Owner: \$ \_\_\_\_\_ Value by Department: \$ \_\_\_\_\_

**Requirements:**

**Residential:** Two (2) sets of plans. 2) Site plan required, minimum size 8 1/2 x 11 inch paper.

**Commercial:** Site Plan Approval by the Planning Commission required.

*Please be advised that fees are set with the understanding that typically two inspections will be required. If additional inspections are necessary due to violations or inspectors being locked out, a \$30 reinspection fee will be charged.*

I agree to repair any damage done to public or private property.

**“This permit is granted on the express condition that the said construction shall, in all respects, conform to the ordinances of this jurisdiction including the zoning ordinance, regulating the construction and use of buildings, and may be revoked at any time upon violation of any provisions of said ordinances.”**

Signature \_\_\_\_\_ Print Name Signed \_\_\_\_\_

Date Received \_\_\_\_\_ Received by (Department Representative) \_\_\_\_\_

**Department use only:**

Approved \_\_\_\_\_ Stipulations \_\_\_\_\_ Date \_\_\_\_\_