

INSTRUCTIONS

1. In making this application, submit the following:

1. Two (2) copies of this form.
2. Two (2) sets of building plans.
3. Two (2) copies of the plot plan
4. Required Total Fees.
5. Certificate of Workmen's Compensation and Disability Benefits Ins. or Owner's affidavit.

2. Plot plans drawn to scale, shall show area, dimension, and location of lot; size and exact location of proposed structures, additions or alterations; all existing structures on lot; streets, curbs, sidewalks, parking spaces, driveway; yards and set back; and such other information may be necessary.
3. Building plans drawn to scale shall show structural details, floor plans, elevations, plumbing, electrical, heating and ventilation details.
4. No building permit or Certificate of Occupancy shall be issued by the Zoning Administrator unless all provisions of the Zoning Code and the State Building Construction Code are in compliance.
5. Fees are based on the estimated cost of construction. This office reserves the right to adjust any fee prior to issuing the Certificate of Occupancy if it is shown that the original fee was not sufficient to cover the actual cost. On request, the applicant shall be required to file an Affidavit of Final Cost.
6. Mandatory inspections are required for issuance of a Certificate of Occupancy. A form listing mandatory inspections will accompany the Building Permit.
7. It shall be unlawful to use or permit the use of any building or premises or part thereof, hereafter created, erected, changed, converted or enlarged wholly or partly, in its use or structure, until a Certificate of Occupancy shall have been issued.
8. This office reserves the right to require that the affidavit of compliance on the application for a Certificate of Occupancy be submitted and signed by the architect or engineer of record.

**NO WORK IS TO BE STARTED UNTIL THE PERMIT HAS BEEN ISSUED
NO USE OR OCCUPANCY OF STRUCTURE OR LAND WITHOUT CERTIFICATE OF OCCUPANCY**