



DATE RECEIVED

Title Verified: YES NO

New Dwelling Building Permit Application

COMPLETED APPLICATION AND DOCUMENTS MUST BE SUBMITTED BEFORE THE PROJECT BEGINS

PROPERTY OWNER INFORMATION

NAME _____

MAILING ADDRESS _____

CITY/STATE ZIP _____ PHONE/CELL # _____

EMAIL _____

DESCRIPTION OF PROPERTY IN STAR HARBOR

Street Address _____

Block _____ Lot(s) _____

CONTRACTOR INFORMATION

NAME _____

ADDRESS _____

CITY/STATE ZIP _____ PHONE/CELL # _____

EMAIL _____

DETAILED DESCRIPTION OF PROJECT

TOTAL SQUARE FOOTAGE **UNDER ROOF** _____

Permit fee based on Under Roof footage @ \$0.75 per sq. ft.

Building Permit Application Fee: Made payable to "The City of Star Harbor".

TOTAL *LIVING SPACE* SQUARE FOOTAGE _____

Living space excludes garage, carport, porches, patios, etc.

SIDING MATERIAL(s) _____

PLEASE NOTE

- * Fences, Accessory Buildings, and Pools require a separate permit.
- * Any modifications done without submitting a modification request may result in fines and/or a Stop Work Order

Construction document submittal checklist – Plans, drawing and detailed descriptions must be legible.

1. Lot plat showing location of lot pins. Pins must be marked and visible on the ground.
2. Full Building Site Plan that includes:
 - distances from property lines
 - location of septic tanks
 - location of water service lines
 - surface and subsurface drains to be installed or constructed
 - existing improvements
 - planned final grading
 - exterior materials to be used
 - structural dimensions and placements of same
 - construction details including the height of structures on the street side
 - planned finish and appearance of proposed improvements.
 - heights of structures
 - location and site of all culverts
 - location of sewer lines
 - proposed improvements
 - drainage with water flow arrows
 - percentage of masonry

For waterfront properties a site plot must show the location of the 325 foot and include a survey stamp certifying the project complies with US FEMA rules.

Inspections: FOR PROJECTS REQUIRING A CONCRETE FOUNDATION

1. **Form Board Survey:** The form board survey must be prepared by a Registered Professional Land Surveyor (RPLS) and must show the building setback lines and the exact location (including distances from property lines) of the foundation form boards. ***It is required that you order this type of survey to confirm the correct location of your forms before you install the plumbing or dig your piers.*** A copy of the completed form board survey must be turned into City Hall before work may continue.
2. Pouring a foundation without first completing all inspection prerequisites including B&Z Review Board representative approval will result in a “Stop Work Order” and will result in a fine.

Permit Modifications: The property owner or contractor is required to submit a Build Permit Modification request to the B&Z Review Board before making any project changes. Such changes include but are not limited to design changes, material changes, etc.

Permit Expiration: If the permitted project is not complete within the specified time, the property owner or contractor shall be required to submit a Building Permit Renewal Application with appropriate fees to the City prior to the current expiration date.

Certificate of Occupancy: Following the inspection and if the work completed is in compliance with all related City ordinances the B&Z Review Board shall issue a Certificate of Occupancy. ***The structure shall not be occupied or used until a Certificate of Occupancy or Completion is issued by the Building & Zoning Review Board.***

Applicant Certifications:

I/we certify that to the best of my knowledge all information submitted with this application is correct and accurate. I/we further certify that I/we have read, understand and will comply with the provision of Building and Zoning Ordinance Number 172R pertaining to the provisions that apply to Building Permit for which I/we hereby make application.

Property Owner’s Signature

Contractor Signature

Date _____

Date _____