



Dwelling Additions, Remodel/ Renovation Permit Application

DATE RECEIVED

Title Verified: YES NO

COMPLETED APPLICATION AND DOCUMENTS MUST BE SUBMITTED BEFORE
THE PROJECT BEGINS

A building permit may be required if the remodeling/renovation project will result in an addition to the dwelling's internal square footage or if there will be changes or modifications to the dwelling's exterior.

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 ADDITIONAL SQUARE FOOTAGE _____

Permit fee based on addition to the dwelling's internal square footage @ \$0.75 per sq. ft.

Permit fee if there will be changes or modifications to the dwelling's exterior @ \$200.00.

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

Requirements for Dwelling Additions, Remodel or Renovation Projects:

A building site plan on a copy of the plot specifying the planned location of the proposed structure, or improvement and including all other structures on said property. The building site plan shall denote the required easements and building set back lines for the proposed structure or improvement, including set back lines of any other structure/s located on said property. Property owner shall be responsible for identifying and locating platted survey pins for the B&Z Review Board to ascertain that the, easements and set back lines are properly defined and respected.

Plans, drawings, and detailed descriptions which define the materials structural dimensions, arrangement, construction details, and planned final finishing and appearance of the proposed structure or improvement. Plans shall also include:

- Depiction of finish grading with the water flow arrows for drainage of water run off on the lot(s) and the street easement drainage ditch.
- Depiction of all driveway and culvert sizes and locations.
- Location of all utility service lines, natural gas, underground electrical and telephone lines, water taps/meters, septic tank locations, and sewer connections.
- Schedule indicating the square footage of structure, the number of floors and the maximum height of the structure.

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. Proof of receipt prior to the expiration date is required. All permit renewals will be for a thirty (30) day period. Additional renewals beyond those specifically mentioned in the applicable section or APPENDIX A – BUILDING PERMIT FEE SCHEDULE are at the discretion of the B&Z Review Board.

Inspections: Form Board Survey: This survey is used to illustrate the location of the form boards in relation to the property lines, building lines, known easements, and known setback lines. The forms themselves are used to pour concrete to form the slab foundation. 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.*** 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.

Certificate of Occupancy: Following the inspection and if the work was completed 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 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 _____