

DATE RECEIVED

Title Verified:  YES  NO

# Patio and/or Patio Cover 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 Feet (including Height)

\_\_\_\_\_

NEW  REPLACEMENT If replacement, current size \_\_\_\_\_

**Building Permit Application Fee \$50.00**

Checks made payable to "The City of Star Harbor".

**Requirements for Patio and/or Patio Cover Projects:**

- (i) A diagram of the proposed patio/cover location and size. The diagram is not required to be accurate or to scale but should show the size and location in relation to the dwelling and any other structure including underground utilities within fifty feet (50') of the proposed location.
- (ii) A description of the proposed patio including the materials and any additional features such as a firepit or a cover/pergola.

**Patios:** All patios with or without a cover and all patio cover over existing patios require a building permit.

A paved patio may not cover or preclude access to underground utility structures.

If the patio is constructed of a concrete slab the following minimum specifications apply:

- a) Concrete shall be a minimum of four inches (4") thick with a five inch (5") slump, or eight-inch (8") slump if using flowing concrete, with six-inch (6") by six-inch (6") 10/10 woven wire or mesh on a minimum four inches (4") of crushed stone, gravel, or sand.
- b) Install an expansion joint where concrete slab abuts the building or other concrete.
- c) Install flashing behind any wood and down face of foundation where concrete is poured against it.
- d) The concrete shall be poured not less than one- and one-half inches (1½") below sill of door at patio.
- e) When poured against the house, rebar needs to be drilled into the primary structure three feet (3') on center.

**Patios Covers/Pergolas:** All patio covers over existing patios require a building permit.

Patio covers may be attached or detached and are permitted only as accessory to single-family dwellings.

Patio covers cannot be used as carports, garages, habitable rooms, or storage structures.

**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 are at the discretion of the B&Z Review Board.

**Inspections:** The property owner shall notify the B&Z Review Board representatives listed on the building permit when the fence is erected and ready for use. The representatives will schedule an inspection to confirm the fence materials, dimensions, construction details and location comply with the building permit.

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**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 \_\_\_\_\_