

Application No.: _____ Date Issued: _____

**CITY OF GROVE
COMMERCIAL BUILDING PERMIT
APPLICATION**

Applicant Name: _____

Project Address: _____

Business Name: _____

Property Owner: _____

(name) (address) (phone)

* Legal description of property or subdivision: _____

Lot: ____ Block ____

Contractor Name

Business Name

Phone No.

General: _____

Electric: _____

Plumbing: _____

Mechanical: _____

TYPE OF WORK: New Construction ____ Addition ____ Shell only _____

Remodel/Alteration ____ Demo ____ Interior Finish _____ Other _____

Description of Work (please be specific): _____

Valuation of Work: \$ _____ Business: New _____ Existing _____

Gas Required: Yes _____ No _____ Fire Sprinkled: Yes _____ No _____

Fire Alarms: Yes _____ No _____ # Of Fireplaces: ____ Metal ____ Masonry ____

A/C ton's: _____ Heaters qty.: _____

Electrical (size of service): _____ Electrical Service Disconnect: _____

Other Electrical: _____ Right-of-way Permit: _____

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Exterior Finish: Brick _____ EIFS _____ Stucco _____ Siding _____ Other _____

Specify Floor Plan # _____ Floor plan options: _____

Square Footage: First Floor _____ Second Floor _____

Outside Covered Area _____ Total _____ Total under Roof _____

An issued permit becomes invalid if the work on the site authorized by the permit does not commence within 180 days of issuance, or if the work on the site is incomplete due to suspension or abandonment 180 days after the work commenced. **All permits require final inspection.**

BUILDING PERMIT REQUIREMENTS

1. It shall be unlawful to commence the construction or the excavation for the construction of any building or structure, including accessory buildings, or to commence the moving or alteration of any building, including accessory buildings, until the Building Inspector has issued a building permit for such work. No such building permit shall be issued for any building where said construction, moving, alteration or use thereof would be in violation of any provisions of these regulations.

2. Fees The application fee for a building permit in the City of Grove shall be established by the City Council and is subject to revisions by Council.

3. Expiration of the Building Permit If the work described in a building permit has not begun within 180 days of issuance, or if the work on the site is incomplete due to suspension or abandonment 180 days after the work commenced said permit shall expire and be cancelled by the building Inspector, and written notice thereof shall be given to the persons affected.

4. Application There shall be submitted with each application for a building permit two copies of a layout or plot plan drawn to scale, showing the actual shape and dimensions of the lot to be built upon, the exact size and location on the lot of any existing buildings or structures, if any and the size and location of the building or structure to be constructed, altered or moved. The application shall also state the existing or intended use of each such building or part of the building and supply such other information with regard to the lot and neighboring lots that may be necessary to determine compliance with and provide for the enforcement of these regulations. One copy of the plans shall be returned to the applicant by the Building Inspector, after he shall have marked such copy either as approved or disapproved and attest to same by his signature on such copy. The second copy of the plans similarly marked, shall be retained by the Building Inspector. The application for a building permit shall be made by the owner of the property concerned or certified agent thereof.

The following is a general outline of drawings and documents necessary for plan review (Building Inspection may request additional information if necessary). Two (2) copies of complete set of construction documents are required for Master records.

- | | | |
|------------------------------------|-----------|----------|
| 1. Floor plans. Attached: | Yes _____ | No _____ |
| 2. Roof plan. Attached: | Yes _____ | No _____ |
| 3. Exterior elevations. Attached: | Yes _____ | No _____ |
| 4. Construction details. Attached: | Yes _____ | No _____ |

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- 5. Electrical plan attached: Yes _____ No _____
(may be combined with floor plan)
- 6. Foundation/Slab plan. Attached: Yes _____ No _____
Engineered foundation plan and details with legal descriptions. (When applicable).
Engineering letter for foundation design is required. This letter should include legal address, plan number and a statement that the foundation has been designed specifically for soils conditions of listed lot. (When applicable).
- 7. Second floor framing plan attached: Yes _____ No _____
(when applicable)
- 8. Truss Plans. Attached: Yes _____ No _____
(when applicable)
- 9. Site plan. Attached: Yes _____ No _____
Must include all dimensions for building line, property line, etc. (Scale: 1"=20'-0").
- 10. Plat or survey of property. Attached :Yes _____ No _____
Must show existing buildings at their exact locations including dimensions and square footage.
- 11. Driveway Right-of-Way Permit Yes _____ No _____
- 12. Sewer Inspection Agreement and Waiver Yes _____ No _____ *(Grinder Pump Systems exempt)*

Documents indicating lot size, easements, building setbacks and existing buildings must be provided for staff review. The specific size and location of the proposed structure and existing structures are critical factors in determining compliance with zoning and building codes and subsequently the issuance of a building permit.

Certain types of business or production require special inspections by the Health Department and Fire Department. Please indicate by placing an X on the appropriate line with regard to your business, production, use, by-products produced.

FIRE DEPT. PLAN REVIEW

HEALTH INSPECTIONS

FIRE DEPT. PLAN REVIEW & HEALTH INSPECTIONS

- ___ Compressed Gases
- ___ Dust producing equipment
- ___ Explosives/Ammunition
- ___ Fire Alarm System *
- ___ Fire Sprinkler System*
- ___ Fireworks
- ___ Flammable liquid
Quantity exceeding 240 gallons
- ___ Fumigation
- ___ High piled storage
bales or loose combustible fibers,
commodity stored above 12' high,
or pallet storage over 5' high
- ___ Liquid Nitrogen/Cryogenic
Tanks
- ___ Liquid Propane Gas
- ___ Metal Plating
- ___ Painting
w/flammable materials
- ___ Permanent Welding Sites
- ___ Smoke Control/Stair

- ___ Alcoholic Beverages
- ___ Carpet Cleaning operations
- ___ Automobile washes
- ___ Electronic Assemblies
- ___ Gold platers
- ___ Jewelry fabrication/repair
- ___ Landscape/Nurseries
- ___ Machine Shop
- ___ Metal forming
- ___ Outside/Open Storage
of tire equipment materials or commodities
- ___ Pesticide formulations
- ___ Photo Processing
- ___ Plastic extrusions
- ___ Power Wash systems
- ___ Restoration systems
- ___ Towers/Cooling systems
- ___ Transmission Shops
- ___ X-Ray Processes

- ___ Body Shops
- ___ Circuit Boards
- ___ Dry Cleaning
with flammable solvents
- ___ Electro Plater
- ___ Fiberglass
- ___ Food/Beverage
alcoholic or non-alcoholic
processing storage
(Type I Hood)
- ___ Auto Repair Shops
- ___ Industries
- ___ Print Shops
- ___ Mfg/Research
of semi-conductors
- ___ Poisonous or
Hazardous Chemicals/
Acids exceeding 500 lbs. or
500 gal.
- ___ Reclaiming Waste
Materials

*Requires Fire Inspections

Plans for items listed under Fire Department Plan Review column shall be submitted directly to the Grove Fire Department.

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After close review of this application, I further certify that the information provided is true and correct to the best of my knowledge. The work shall comply with all provisions of laws and ordinances, whether specified or not. The grant of a permit does not presume to give authority to violate or cancel the provisions of any federal, state, or local law regulating construction or the performance of construction.

I hereby certify that I am an authorized agent of the owner, and have the owner's consent to enter onto the property to complete the work. I certify that I have obtained the required licenses to perform work within the City of Grove corporate limits.

Signature of General Contractor: _____ Date: _____

Signature of Electrical Contractor: _____ Date: _____

Signature of Plumbing Contractor: _____ Date: _____

Signature of Mechanical Contractor: _____ Date: _____

I have read and understand that the attached information is general in nature and not all inclusive of the adopted code regulations applying to this project.

I understand per Section 8-3 of the City of Grove Zoning Ordinances, prior to use of a building or structure, a Certificate of Occupancy must be issued by the Building Inspector stating that the building or proposed use complies with the provisions of the City Code of Ordinances and the Zoning Ordinances.

Signature of Applicant: _____ Date: _____

Contact Name: _____ Phone: _____
(please print)

Email Address: _____ Fax: _____

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PERMIT REVIEW
(Office use only)

FLOODPLAIN

Is the proposed structure in a known floodplain? Y / N (Circle One)
If yes which zone is it in A AE X

FIRM Panel Number _____
See attached map for specific location

Notes: If the proposed structure is located in a know floodplain no permit will be issued without the appropriate documents.

Prepared By: _____

Approved By: _____

GENERAL CONSTRUCTION

Type of Construction: _____ Occupancy Group: _____

Zoning: _____ Permitted Use in Zoned District: Yes _____ No _____

Legal & Dimensions match plat: Yes _____ No _____

Easements clean & shown: Yes _____ No _____

Front lot line setback _____ Side lot-line setback: Left _____ Right _____

Rear lot-line setback _____ Height of structure _____

Lot sq. ft. _____ Main Commercial Structure _____%

Other structure(s) lot coverage _____%

Total Lot coverage _____%
(Total lot coverage shall not exceed Maximum Lot coverage of per Zoning Ordinance. including all structures)

Control Joints _____ Horizontal Joints _____ Engineered Frame _____

Minimum finish floor—Letter sent _____ Erosion Control _____

EIFS (BI Paper-EIFS, BI Insulation-EIFS BI Lath) _____ Stucco (BI Paper-Stucco, BI

Lath _____ Underground- EL ME Footing/Pier inspection _____

Application No.: _____ Date Issued: _____
Water meter size _____ Sewer- public _____ Septic _____ Perk Test letter _____

Sewer back-up prevention device _____ Sewer Tap _____
(Grinder Pump systems are exempt)

Energy Compliance Sheet _____ Fire Sprinkled _____ Fire Alarm Required _____

Permit Received By: _____ Date: _____

Building Inspector Approval: _____ Date: _____

GMSA Utility Department Approval: _____ Date: _____
(Sewer back-up prevention device and Sewer Tap inspection)