

Applicant No.: \_\_\_\_\_

Date Issued: \_\_\_\_\_

## CITY OF GROVE RESIDENTIAL BUILDING PERMIT APPLICATION

Applicant Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

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 \_\_\_\_\_ Demo \_\_\_\_\_ Other \_\_\_\_\_

Remodel/Alteration \_\_\_\_\_ Description of Work (please be specific): \_\_\_\_\_

Valuation of Work: \$ \_\_\_\_\_ No. of Bedrooms \_\_\_\_\_ No. of Bathrooms \_\_\_\_\_

Duplex: Yes \_\_\_\_\_ No \_\_\_\_\_ Zero Lot Line: Yes \_\_\_\_\_ No \_\_\_\_\_

Gas Required: Yes \_\_\_\_\_ No \_\_\_\_\_ Heaters qty: \_\_\_\_\_ A/C tons \_\_\_\_\_

No. of Fireplaces: \_\_\_\_\_ Type of Fireplace: Metal \_\_\_\_\_ Masonry \_\_\_\_\_

Electrical (size of service): \_\_\_\_\_ Electrical Service Disconnect: \_\_\_\_\_

Other Electrical: \_\_\_\_\_ Right-of-way Permit: \_\_\_\_\_

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 is 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 \_\_\_\_\_
- 5. Electrical plan attached (may be combined with floor plan). Yes \_\_\_\_\_ No \_\_\_\_\_
- 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 (when applicable). Yes \_\_\_\_\_ No \_\_\_\_\_
- 8. Truss Plans- attached (when applicable). Yes \_\_\_\_\_ No \_\_\_\_\_

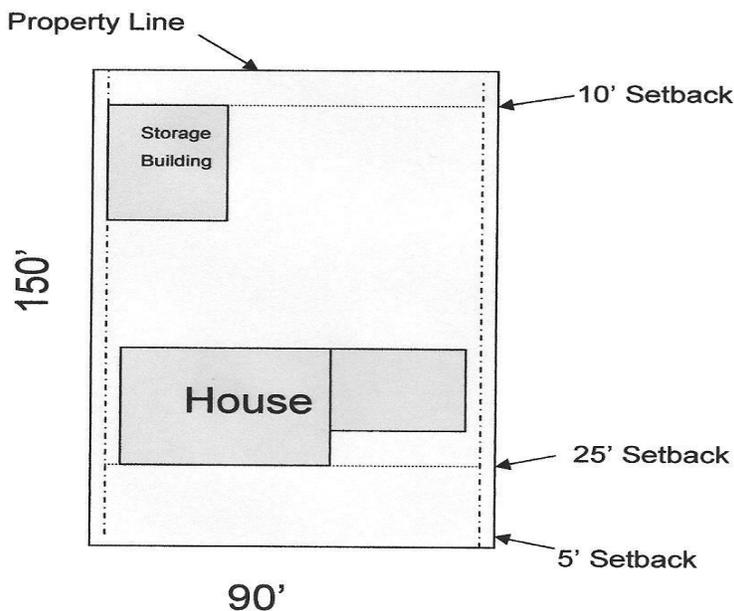
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- 9. Site plan must include all dimensions for building line, property line, etc. (Scale: 1"=20'-0").
- 10. Plat or survey of property attached - Show existing buildings at their exact locations including dimensions and square footage. Yes \_\_\_\_\_ No \_\_\_\_\_
- 11. Driveway Right-of-Way Permit Yes \_\_\_\_\_ No \_\_\_\_\_ NA \_\_\_\_\_

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 (particularly an accessory building/garage), are critical factors in determining compliance with zoning and building codes and subsequently the issuance of a building permit. See attached example of calculation for a typical residential lot.

<b>CALCULATION TABLE FOR RESIDENTIAL NEW / ADDITION / ACCESSORY BUILDING</b>				
<b>WHAT IS THE AREA OF YOUR LOT (Square Feet)?</b>				
Length	X	Width	=	Area
90	X	150	=	13,500 Square Ft
<b>WHAT IS THE AREA OF YOUR HOUSE (Square Feet)?</b>				
Length	X	Width	=	Area
72	X	36	=	2,592 Square Ft
<b>WHAT PERCENTAGE OF YOUR LOT IS YOUR HOUSE?</b>				
Lot	(Divided by)	House	=	Percentage of Lot
13,500	(Divided by)	2,592	=	19.20%
<b>WHAT PERCENTAGE OF YOUR LOT IS YOUR NEW BUILDING?</b>				
Length	X	Width	=	Area
30	X	40	=	1,200
Lot	(Divided by)	New Bldg	=	Percentage of Lot
13,500	(Divided by)	1,200	=	8.89%
<b>EXISTING HOUSE AND NEW BLDG CANNOT BE MORE THAN 30% OF LOT</b>				
Existing House		19.20%		
Proposed New Building		8.89%		
Total Percentage of Lot		28.09%		



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I hereby certify that my 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 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 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**

Zoning \_\_\_\_\_ Legal & Dimensions match plat Yes/No, Easements clean & shown, Yes/No

Front yard setback \_\_\_\_ Side yard setback- Left \_\_\_\_ Right \_\_\_\_ Rear yard setback \_\_\_\_

Min. 5' side setback at drive approach \_\_\_\_

Lot sq. ft. \_\_\_\_\_ House lot coverage \_\_\_\_\_% Garage lot coverage \_\_\_\_\_%

Other structure lot coverage \_\_\_\_\_%

Total Lot coverage \_\_\_\_\_% Height of structure \_\_\_\_\_

*(Total lot coverage shall not exceed Maximum Lot coverage of 30%, 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 \_\_\_\_

Water meter size \_\_\_\_\_ Sewer: Public \_\_\_\_\_ Septic \_\_\_\_\_ Perk Test letter \_\_\_\_\_

Sewer backflow prevention device \_\_\_\_\_ Sewer Tap \_\_\_\_\_

*(Grinder Pump Systems exempt)*

Aerobic Spray/Drip: \_\_\_\_\_ Grinder Pump: \_\_\_\_\_ Energy Compliance Sheet \_\_\_\_\_

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Permit Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Building Inspector Approval: \_\_\_\_\_ Date: \_\_\_\_\_

GMSA Utility Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

*(Sewer backflow prevention device and Sewer Tap inspection required)*