



# City of Hamilton

## BUILDING PERMIT APPLICATION

PERMIT FEE: \$ \_\_\_\_\_

Review of application is ten working days.

### OFFICE USE ONLY

PERMIT # COMM \_\_\_\_\_ Plans Attached: \_\_\_\_ Date Closed: \_\_\_\_\_ Plans Pulled: \_\_\_\_\_

\_\_\_\_ Associated Permits: \_\_\_\_\_ Application Taken By: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Approved By: \_\_\_\_\_

Land Hansen, Building Inspector \_\_\_\_\_ Date \_\_\_\_\_

On File: \_\_\_\_ Site/Building Plans \_\_\_\_ Contractor License \_\_\_\_ Hamilton Business License \_\_\_\_ Bond

**PROJECT ADDRESS:** \_\_\_\_\_

**Project Type:** \_\_\_\_ Addition \_\_\_\_ Demolition \_\_\_\_ New \_\_\_\_ Remodel

**Classification: Commercial:** \_\_\_\_ Agricultural \_\_\_\_ Assembly \_\_\_\_ Industrial  
\_\_\_\_ Institutional \_\_\_\_ Manufacturing \_\_\_\_ Retail \_\_\_\_ Wholesale

**Description of work to be performed (please be specific):**

\_\_\_\_\_

Square footage of entire project: \_\_\_\_\_ Valuation: \_\_\_\_\_ Proposed start date: \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_

Home or Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_ Company: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Architect/Engineer Name/Company:** \_\_\_\_\_ Contact's Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Contractor Name/Company:** \_\_\_\_\_ Contact's Name \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**On Site Contact's Name:** \_\_\_\_\_ Cell Phone: \_\_\_\_\_

#### **Boundary Locations Disclaimer**

While the City may be able to assist in boundary location issues by referencing existing public information, City staff cannot provide details regarding the actual location of the boundaries of your property or other property held by private parties. If you are seeking to find the exact location of your property boundaries, whether for development, placing a mailbox, or resolving a dispute regarding fencing, you may need to hire a surveyor to determine the exact boundary location. If you are not sure about your exact boundary, the boundary should be surveyed prior to construction to determine the actual boundary line. The position of a current fence or structure should not be assumed to be an accurate boundary line. The exact location of private boundaries and disputes between neighbors are civil matters which may require you to seek independent legal advice.

**Application Date:** \_\_\_\_\_ **Applicant's Signature:** \_\_\_\_\_

**NON-RESIDENTIAL SITE PLAN REQUIREMENTS FOR BUILDING PERMITS**

The following checklist must be completed and signed by the applicant before plans can be reviewed.

Two (2) sets of site plans are required for new construction, additions or remodeling which results in a significant change to a primary area. (One hard copy & one electronic copy)

**Address or legal description of site:** \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_

- \_\_\_ 1. Boundary corners and dimensions of property.
- \_\_\_ 2. Locations of existing and proposed structures.
- \_\_\_ 3. Identify all current and proposed building uses.
- \_\_\_ 4. Show names of existing streets.
- \_\_\_ 5. Show alleys.
- \_\_\_ 6. Show distance from property boundary to curb or edge of street.
- \_\_\_ 7. Show distance between all structures.
- \_\_\_ 8. Show distance from all structures to the property boundaries.
- \_\_\_ 9. Show existing and proposed curbs, sidewalks, driveways and entrances to structures
- \_\_\_ 10. Show existing and proposed curb cuts or driveway locations.
- \_\_\_ 11. Indicate scale of drawing (1" = 20' preferred, 1" = 50' maximum).
- \_\_\_ 12. North arrow required.
- \_\_\_ 13. Provide legal description and/or address of property.
- \_\_\_ 14. Present uses of adjacent lots
- \_\_\_ 15. Show all easements and all easement dimensions.
- \_\_\_ 16. Show sewer service line or drain field location.
- \_\_\_ 17. Show existing or proposed boulevard landscaping.
- \_\_\_ 18. Show existing and proposed exterior plumbing, sewer, water, well and irrigation ditches.
- \_\_\_ 19. Show locations, dimensions and number of existing and proposed parking spaces including:
  - (A) Number of spaces required and proposed
  - (B) Number, type, and location of accessible spaces
  - (C) Square footage of paved areas
  - (D) Striping and signage
- \_\_\_ 20. Show location of loading areas, access to loading areas and vehicle types to be used in loading areas (such as delivery trucks, semi-trailers, etc.).
- \_\_\_ 21. Show all areas to be paved, including alleys.
- \_\_\_ 22. Show grading and drainage plan to include the following:
  - (A) topographic map showing existing elevation of all features including curb and sidewalks, edge of asphalt, existing and new drainage structures, property corners and new grading contours (max. 1" intervals).
  - (B) proposed elevations for the following: existing and finished floor elevations, sidewalks, curbs and gutters on site and in right-of-way, cut and fill slopes, retaining walls and landscaping.
  - (C) Inlets, sumps, storm drains and roof drainage.
  - (D) plans for erosion control during construction.

**Complete Back Side**

- \_\_\_23. Show existing and proposed landscaping for on-site and boulevard areas as follows:
  - (A) topography (min. of 1' contours).
  - (B) square footage of existing, proposed and required landscaping
  - (C) type and size of plants
  - (D) type of ground cover
  - (E) irrigation/sprinkler system
- \_\_\_24. Show irrigation and drainage ditches.
- \_\_\_25. Show accessible entrances, ramps and signage.
- \_\_\_26. Show heights and types of fences.
- \_\_\_27. Show location and type of trash storage (including screening).
- \_\_\_28. Show location of external grease interceptor and/or sand and oil interceptor.
- \_\_\_29. Water meter size \_\_\_\_\_ (note here).
- \_\_\_30. Submit two (2) sets of site plans. (One hard copy & one electronic copy)

**Note: All Non – Residential Site Plans shall be designed in accordance with the City of Hamilton Ordinances and Design Regulations and the City of Hamilton Municipal Code.**

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**ATTEST**

I HEREBY ATTEST THAT ALL THE INFORMATION SUBMITTED ON THIS APPLICATION AND SITE PLAN IS TRUE AND ACCURATE.

**APPLICANTS SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**FOR ANY CONSTRUCTION ON PRIVATE PROPERTY OR IN ANY  
PUBLIC RIGHT OF WAY INCLUDING STREETS ALLEYS  
AND SIDEWALKS...**

**YOU MUST CALL FOR UNDERGROUND LINE LOCATES AT  
(800) 424-5555 or 811**

**FOR PUBLIC WORK INSPECTIONS CALL:  
Phone: 363-6717**

**FOR BUILDING INSPECTIONS CALL:  
Phone: 363-3316**

**REQUIRED INSPECTIONS TO BE PERFORMED:**

- Foundation
- Footings
- Stem Walls
- Rebar
- Water Hookup - open trench
- Sewer hookup - open trench
- Rough Framing
- Rough Plumbing
- Sheathing
- Sheetrock
- Any miscellaneous inspections as requested by the City Building Inspector
- Final

**MINIMUM  
24 HOUR NOTICE  
REQUIRED  
FOR ALL INSPECTIONS**