



City of Hamilton

BUILDING PERMIT APPLICATION

PERMIT FEE: \$ _____

OFFICE USE ONLY

PERMIT # RES _____ Plans Attached: ____ Date Closed: _____ Plans Pulled: ____

Associated Permits: _____ Application Taken By: _____ Date: _____

Permit Approved By: _____ Land Hansen, Building Inspector Date _____ *Approval may take up to 10 working days

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:** _____

RESIDENTIAL SITE PLAN REQUIREMENTS FOR BUILDING PERMITS

Two sets of site plan is 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 _____ **Phone #** _____

- ___ 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. Show all easements and all easement dimensions
- ___ 15. Show sewer service line or drain field location
- ___ 16. Show existing or proposed boulevard landscaping

The following additional information must be included on the site plan for residential properties on which any part of the disturbed area is located on slopes 5% or greater.

Yes ___ **No** ___ Is any part of the proposed site plan located on slopes greater than 5%? If no then application is complete and no further responses are necessary.

- ___ 17. Two site plans are included with each submittal. (One hard copy & one electronic copy)
- ___ 18. Existing and finished ground elevations at corners of primary structures
- ___ 19. Spot elevations for driveway at street and finished elevation of garage
- ___ 20. Locations of cut/fill slopes (designate cut and fill with separate hatching)
- ___ 21. Existing and proposed drainage structures and flow lines
- ___ 22. Proposed slopes in excess of 2:1 (show with hatching)
If slopes are greater than 2:1; include proposed erosion control measures
- ___ 23. Retaining walls including height

The following additional information must be included on the site plan for residential properties on which any part of the disturbed area is located on slopes 10% or greater.

Yes ___ **No** ___ Is any part of the proposed site plan located on slopes greater than 10%? If no then application is complete and no further responses are necessary.

- ___ 24. Existing and proposed contours of not more than 2 feet intervals.
- ___ 25. Natural drainage courses (Fill N/A if none exist)

(Complete Back Side)

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**