

CITY OF HAMILTON
BUILDING PERMIT APPLICATION
PERMIT FEE: \$ _____

OFFICE USE ONLY

PERMIT # COMM- _____ Plans Attached: ____ Date Closed: _____ Plans Pulled: _____

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

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

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

PROJECT ADDRESS: _____ **Street Direction:** _____

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: First, MI, & Last Name: _____

Home or Work Phone: _____ Cell Phone: _____

Mailing Address: _____

Applicant: First, MI, & Last Name: _____ Company: _____

Work Phone: _____ Cell Phone: _____ Fax: _____

E-Mail: _____ Web site: _____

Physical Address: _____ Street Direction: _____

Mailing Address: _____

Architect or Engineer: Company: _____ Contact's First, MI, & Last Name: _____

Work Phone: _____ Cell Phone: _____ Fax: _____

E-Mail: _____ Web site: _____

Physical Address: _____ Street Direction: _____

Mailing Address: _____

Contractor: Company: _____ Contact's First, MI, & Last Name: _____

Work Phone: _____ Cell Phone: _____ Fax: _____

E-Mail: _____ Web site: _____

Physical Address: _____ Street Direction: _____

Mailing Address: _____

On Site Contact: First, MI, & Last Name: _____ Cell Phone: _____

Application Date: _____ **Applicant's Signature:** _____

**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**

FOR PUBLIC WORK INSPECTIONS CALL:

Phone: 363-2131

Fax: 375-1470

FOR BUILDING INSPECTIONS CALL:

Phone: 363-3316

Fax: 375-1470

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**

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.

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.

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.

ATTEST

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

APPLICANT SIGNATURE _____ **DATE** _____