

**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:** \_\_\_\_\_ *\*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: Residential:** \_\_\_\_ Single Family \_\_\_\_ Duplex \_\_\_\_ 3 Units \_\_\_\_ 4 Units \_\_\_\_ 5+ Units

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**

## RESIDENTIAL SITE PLAN REQUIREMENTS FOR BUILDING PERMITS

A site plan is 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 \_\_\_\_\_ 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
- 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 Residential Site Plans shall be designed in accordance with the City of Hamilton Ordinances and Design Regulations and 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'S SIGNATURE** \_\_\_\_\_ **DATE**