

## BUILDING APPLICATION PROCESS

PROPERTY OWNER MUST COMPLETE ENTIRE APPLICATION (If incomplete, it will be returned)

**This form is completed by the City of Silver Bay and is only used as a guideline.**

NAME OF APPLICANT: \_\_\_\_\_  
 PROPERTY LOCATION: \_\_\_\_\_  
 PERMIT NUMBER: \_\_\_\_\_

DATE COMPLETED

CITY RECEIVED FULLY COMPLETED PERMIT APPLICATION

If incomplete, application will be returned

*Please note: A Land Use Permit must also be completed and returned for most building projects*

**Check which one applies:**

- New Residential Construction  
 Existing Residential Construction  
 Commercial

**Additional information for garages, decks, and windows is included in this packet.**

### FOR EXISTING RESIDENTIAL CONSTRUCTION

**Check which one applies:**

- Construct New Garage \*  
 Build Deck \*  
 Addition/Remodel of Home \*  
 Sheds over 200sqft. \*  
 Gazebo \*  
 Roof / Window Alterations  
 Other: \_\_\_\_\_

LAND USE PERMIT REQUIRED (For those items that are \* above that change land footprint)

VALUATION OF PROJECT \$ \_\_\_\_\_

APPLICATION FEE RECEIVED : \$ \_\_\_\_\_  
 See attached sheet for determination of fee

GARAGE REQUIREMENTS MET \_\_\_\_\_  
 See attached sheet for garage requirements

IS BUILDING INSPECTIONS REQUIRED? YES - NO  
 If inspection is required, see inspection area below

DATE PERMIT ISSUED (Project must be completed within one year) \_\_\_\_\_

### FOR NEW RESIDENTIAL CONSTRUCTION OR COMMERCIAL

**Check which one applies:**

- NEW RESIDENTIAL CONSTRUCTION  
 COMMERCIAL

LAND USE PERMIT COMPLETED \_\_\_\_\_

VALUATION OF PROJECT \$ \_\_\_\_\_

PLANS RECEIVED (2 Sets of Plans are Required) \_\_\_\_\_

DATE PERMIT ISSUED (Project must be completed within one year) \_\_\_\_\_

APPLICATION FEE RECEIVED : \$ \_\_\_\_\_  
 Please note that there are additional fees for plan review and state surge charge that are not included in the normal building fees

DRIVEWAY APPROACH PERMIT COMPLETED AND FEE PAID \_\_\_\_\_  
 The driveway approach permit must be approved by the Street Department Superintendent

PLUMBING INSPECTION FEE PAID \_\_\_\_\_

WATER/SEWER CONNECTION FEE PAID (contact Utilities Superintendent) \_\_\_\_\_

ELECTRICAL INSPECTIONS COMPLETED \_\_\_\_\_

IS BUILDING INSPECTIONS REQUIRED? YES - NO  
 If inspection is required, see inspection area below

CERTIFICATE OF OCCUPANCY ISSUED \_\_\_\_\_

### BUILDING INSPECTIONS (Requires Building Inspectors Sign off) (Electrical, Plumbing, & Heating inspections are separate)

INSPECTIONS REQUIRED: (see attached inspection card) INITIALS

Footing Inspection required before footing is poured \_\_\_\_\_

Concrete Floor Inspection required before flooring is poured \_\_\_\_\_

Rough-in (Framing) Inspection including the following: \_\_\_\_\_

Plumbing Inspection Date: \_\_\_\_\_

Pressure Testing Date: \_\_\_\_\_

Insulation Inspection \_\_\_\_\_

All other inspections as required on plan review \_\_\_\_\_

Final Inspection required before Occupancy \_\_\_\_\_

CERTIFICATE OF OCCUPANCY ISSUED \_\_\_\_\_