

BUILDING PERMIT APPLICATION

For Office Use Only Zoning: _____

Permit #: _____

____ New Building/Structure ____ Commercial Buildout ____ Addition (Attached Structure) ____ Remodel (Interior/Exterior Alteration) ____ Miscellaneous (Driveway, Fence, Grading, Windows, Siding etc.)	____ Accessory Structure (Detached - Shed, Gazebo, etc.) ____ Sign (Fixed/Temporary) ____ Demolition ____ Roof (indicate pitch of roof) _____ _____
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Application is hereby made for permission to construct: **(Please print complete description of work to be done.)**

Located On _____ Lot _____ Block _____

Owner: _____

Permanent Parcel #: _____

Subdivision: _____

Owner Address: _____

Located in Flood Zone: Yes No (CIRCLE ONE)

Owner Phone # _____

Job Address: _____

Additional Information or Comments

Estimated Job Valuation: _____

Square Footage: _____

All contractors working within the Village of Winfield must be registered. Please provide a complete list of all contractors on the reverse side of this application. Include a copy of the state license for *Plumbers* and *Roofers* as required by the State.

**** SCHEDULE ALL INSPECTIONS A MINIMUM OF 24 HOURS IN ADVANCE. THE PERMIT # IS REQUIRED WHEN CALLING FOR AN INSPECTION.**

I understand that it is my obligation as the owner, or the duly authorizing agent of the owner, to perform the work for which this application is made in full compliance with all Ordinances and Regulations of the Village of Winfield. I also understand that I am not relieved of this obligation even if the plans for this work are approved and such building permits are issued, and that the issuance of a permit or approval of drawing shall not be construed to be a permit for, or an approval of, any violation of the provisions of the Zoning Ordinances, Building Code, or any other Ordinance of the Village of Winfield. I hereby declare that I have read this application and fully understand my obligations as stated therein; that all of the information and drawings provided are true and correct to the best of my knowledge.

Signature: _____ Date: _____

Applicant: (print) _____ Company: _____

Home Phone: _____ Work Phone: _____ Mobile: _____

Email Address: _____ Fax: _____

Applicant is the: ☐ Contractor ☐ Owner ☐ Other (Check One)

The applicant will receive plan reviews and will be notified when the permit is ready to be picked up.

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Fee: _____ Date Paid: _____ Payment Type: _____

Review Approval Date: _____ Plan Reviewer: _____

Permit Issue Date: _____ Building Official: _____

WINFIELD COMMUNITY DEVELOPMENT DEPARTMENT

Contractor - Name	Street	City, State Zip	Phone
☐ General _____			
☐ Excavation _____			
☐ Sewer & Water _____			
☐ Concrete _____			
☐ Masonry _____			
☐ Plumbing _____			
☐ Roofer _____			
☐ Carpentry _____			
☐ Electrical _____			
☐ HVAC _____			
☐ Other _____			

Documents Required for Submittal

Project	Application Fee Due at Submittal	Detailed Plans / Specification Sheet	Survey (with proposed location)	Topographical Survey	Copy of State License
Deck / Patio / Shed over 120 sq. ft.	126.50	X	X		
Driveway	126.50	X	X		
Electrical / Plumbing Permit	126.50	X			
Fence	82.50	X	X		
Fireplace - Masonry	170.50	X	X		
Fireplace - Pre Fab	126.50	X			
Furnace / AC / Water Heater	82.50	X			
Generator	82.50	X	X		
Grading - Standard	880.00			X	
Private Sidewalk / Shed under 120 sq. ft. / Temporary Sign/Banner	N/A		Depicting location		
Roofing / Siding / Gutters / Windows	82.50	X			Roofing
Sewer Repair/Cleanout	82.50	X			Plumbing
Sign Permit - with Electricity	170.50	X	X		
Sign Permit - without Electricity	126.50	X	X		
Single Family Alteration / Remodel	440.00	X			
Swimming Pool - above ground	170.50	X	X		
Swimming Pool - below ground	660.00	X		X	
Underground Sprinkler System	82.50	X	X		Plumbing

Any new buildings, commercial development, additions require a \$1,000 deposit at time of application. Remodels less than 1,000 sq. ft. require a minimum fee of \$440 at the time of application. Additions require a grading permit and a deposit of \$880 to cover engineering reviews/inspections. Additions also may require Storm Water Permit Application.

Additional fees may apply due to plan review and inspection costs. Initial plan review takes a minimum of one week.

If the project planned does not appear on this list, contact the Community Development Department at (630) 933-7100.