



PERMIT NUMBER _____
APPLICATION DATE: _____
EXPIRATION DATE: _____

CITY OF WILLARD

Residential Building Permit

Property Information

Address: _____ Subdivision: _____

Lot #: _____ Zoning: _____ Parcel ID: _____ Section/Township/Range: _____

Property Easements: Front Back Left Right
Property Setbacks: Front Back Left Right

IF PROPERTY IS NOT LOCATED IN A SUBDIVISION, THE LEGAL DESCRIPTION MUST BE ATTACHED

Applicant and Contractor Information

Owner: _____ Phone: _____

Address (city, state, zip): _____

Email: _____

ALL CONTRACTORS MUST OBTAIN A WILLARD CITY BUSINESS LICENSE PRIOR TO COMMENCING WORK.

General Contractor: _____ Business License #: _____

Contact Person: _____ Phone: _____

Address (city, state, zip): _____ Email: _____

Electrical Contractor: _____ Business License #: _____

Contact Person: _____ Phone: _____

Address (city, state, zip): _____ Email: _____

Mechanical Contractor: _____ Business License #: _____

Contact Person: _____ Phone: _____

Address (city, state, zip): _____ Email: _____

Plumbing Contractor: _____ Business License #: _____

Contact Person: _____ Phone: _____

Address (city, state, zip): _____ Email: _____

Building Information

Main level sq. ft. _____

2nd level sq. ft. _____

Finished basement _____

Unfinished basement _____

Garage/carport _____

Covered patio/porch _____

Remodel _____

Electric Service Size _____

Construction Type _____

Number of Units _____

Plumbing

Water Meter Size _____

Back flow device _____

Sewer Lateral Repair _____

Mechanical

Furnace _____

Water Heater _____

Other _____

Electrical

Panel Change-out _____

Finish Electrical _____

Solar Install _____

Solar System Size _____ KW

Pool Permit

Site Plan

Engineering

Approximate Cost

Total cost of Project: \$ _____

PLANS REQUIRED:

SITE PLAN:

- Subdivision name, phase/addition number, lot number and street address
- The property lines and property dimensions
- Location and dimensions of front, side, and rear yard setbacks to the structure
- The location, size, and shape of all structures proposed for construction
- Location and dimension of all parking areas and driveways
- Location of any easements, floodplains, or other pertinent legal features that cross the property
- Any other relevant information that may be required to determine conformance with applicable regulations, such as manholes, water meter pits, Electric service, light poles, etc.
- Pad Elevation and TBC Elevation (Top Back of Curb)

BUILDING PLANS

- House elevations (4sides) with wall and top of roof heights
- Truss layout and stamped engineered trusses if used, attic sq footage, attic venting and vent layout.
- Floor layout with beam schedule and lengths, Floor joist type and lengths.
- Footing Schedule with reinforcement, pier placement and crawlspace venting and square footage. Finished pad elevation (Minimum of 18" above TBC)
- Braced wall schedule according to the International Residential Code (IRC) or structural engineering plan
- Window sizes and types, insulation requirements for walls, foundation, roof and floor.

TYPE OF WORK TO BE COMPLETED:

- NEW RESIDENTIAL - SINGLE FAMILY
 - NEW DUPLEX - ISSUED AS ONE PERMIT
 - NEW PATIO HOME - ISSUED AS TWO PERMITS
 - MULTI-FAMILY - ISSUED AS ONE PERMIT
- DUPLEX, PATIO HOMES, MULTI-FAMILY REQUIRE
UL FIRE - WALL ON PLANS UL # _____**

I hereby certify that the information provided on this application is true and correct; that I have read and understand the procedures, ordinances, and requirements associated with the application and review process. I also understand that this application will expire within 180 days of the date of my signing, unless extended by the building inspector pursuant to a written request for extension received prior to the expiration date. Furthermore, I acknowledge that I will be responsible for any, and all costs incurred by plan reviews performed by consultants of the city, certified mailing or publication costs for required legal notice, and recording fees. These costs may be paid by the city and reimbursed by the applicant upon invoicing.

Owner/Contractor: _____ **Date:** _____