

New Construction Permit Packet

****** ALL BUILDING PERMIT FEES, LICENSE FEES, & B&O TAXES MUST BE PAID PRIOR TO ISSUANCE OF BUILDING PERMIT******

NO application will be considered unless all sections of the application are filled out by the applicant. Each construction requires a SEPARATE PERMIT.

The following MUST be included with all permits for new construction:

- Map, Parcel, Lot, and Block Number
- Survey done to determine lot lines? Is it attached?
- Does proposed structure meet zoning for the area?
- Does proposed structure meet minimum SETBACK requirements?
- Are SETBACKS measured from LOT LINES, not street lines?
- Contractor Information (are all licensing & taxes up-to-date?)
- MANDATORY Plat Plan (see next sheet) as described?
- Two sets of plans/specifications
- Total cost of job indicated on page 5?
- Contact made with Code Enforcement Officer
- Contact made with Phillip Davis, Star City Public Works (304-599-2818) concerning Stormwater requirements?

If you need to explain any of your answers above or other special circumstances, please feel free to add additional sheets.

I understand that my application cannot be considered without all of the requested information. I understand that my application may be denied by the Code Enforcement Officer, the Town of Star City Council, or both. I understand that if denied, I have the right to request a hearing before the Board of Appeals.

Name of Applicant (PLEASE PRINT)

Signature of Applicant

Date

Received By: _____
Representative of the Town of Star City

Date

What is a "*plat plan*" and why do I need one?

Star City Code 1309.03 PLATS.

All applications for building permits shall be accompanied by a plat in duplicate, drawn to scale, showing the actual dimensions of each lot to be built upon, the size and location of each building to be erected upon each lot and such other information as may be necessary to enable the Mayor and Council to determine that the proposed building and use of land will conform to the provisions of this chapter. A record of such applications and plats shall be kept in the office of the Mayor. (*emphasis added*)

(Passed 6-17-57; 8-8-78.)

The American Heritage[®] Dictionary of the English Language: Fourth Edition defines plat as: **1.** a piece of land; a plot. **2.** A map showing actual or planned features, such as streets and building lots.

APPLICATION FOR BUILDING PERMIT

APPLICANT INSTRUCTIONS: For all applicants, COMPLETE 1,2,3,4, of this form. If electrical work, also complete Part 5. If plumbing work, also complete Part 6. If Mechanical work, also complete Part 7. For other permits, also complete Part 8. Site Plan is to be attached hereto.

App. Date ____/____/____	Type Of Permit <input type="checkbox"/> Building <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Excavation <input type="checkbox"/> Demolition <input type="checkbox"/> Other	Is Owner the Applicant?
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1. PROPERTY INFORMATION

Street Address	Apt.	Zip	Map#	Parcel #	Block#	Lot#
Subdivision	Zoning <input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial <input type="checkbox"/> Riverfront Overlay					

2. OWNER INFORMATION

First Name or Business Name	Last Name	Phone #
Street Address	City	State Zip Code

3. CONTRACTOR INFORMATION

	Name of Contractor	Address	City, State	License Number
Applicant (if not Owner)				
Architect/Engineer				
General Contractor				
Excavation				
Concrete				
Carpentry				
Electrical				
Plumbing				
Sewer				
Mechanical				
Roofing				
Masonry				
Other				
				B & O Taxes Paid? Yes No

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant _____ Address _____ Phone Number _____

Person in Charge of Work (if different), Title _____ Phone Number _____

4. BUILDING PERMIT APPLICATION

IMPROVEMENT TYPE:
 New Construction
 Addition
 Alteration
 Relocation
 Foundation ONLY
 Change of Use ONLY

PROPOSED USE:

<u>Assembly</u>	<u>Educational</u>	<u>Residential</u>	<u>Storage</u>
<input type="checkbox"/> Theater	<input type="checkbox"/> School	<input type="checkbox"/> Single Family	<input type="checkbox"/> Low Hazard
<input type="checkbox"/> Nightclub	<input type="checkbox"/> Day Care	<input type="checkbox"/> Two Family	<input type="checkbox"/> Mod. Hazard
<input type="checkbox"/> Restaurant	<u>Institutional</u>	<input type="checkbox"/> Multi-Family	<u>OTHER</u>
<input type="checkbox"/> Church	<input type="checkbox"/> Group Home	<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Parking Garage
<input type="checkbox"/> Other			<input type="checkbox"/> Carport
<input type="checkbox"/> Business			<input type="checkbox"/> Motor Fuel Service
<input type="checkbox"/> Mercantile			<input type="checkbox"/> Repair Garage
			<input type="checkbox"/> Public Utility

STRUCTURAL: (Check All That Apply) Are any **structural assemblies** fabricated off-site? Yes No
FRAME
 Steel Concrete Wood Masonry Other (Identify) _____

Street Frontage (Feet)	Stories (Number)	Lot Area (Sq. Feet)
Front Setback (Feet)	Bed Rooms (Number)	Building Area (Sq. Feet)
Rear Setback (Feet)	Full Baths (Number)	Parking Area (Sq. Feet)
Left Setback (Feet)	Partial Baths (Number)	Living Area (Sq. Feet)
Right Setback (Feet)	Garages (Number)	Basement Area (Sq. Feet)
Height Above Grade (Feet)	Windows (Number)	Garage Area (Sq. Feet)
New Residential Units (Number)	Fireplaces (Number)	Office/Sales (Sq. Feet)
Existing Residential Units (Number)	Enclosed Parking (Number)	Service (Sq. Feet)
Elevators/Escalators (Number)	Outside Parking (Number)	Manufacturing (Sq. Feet)
		Est. Value \$

5. ELECTRICAL PERMIT APPLICATION

TOTAL SERVICE _____ AMPS	Number of Circuits <input type="checkbox"/> 2 Wire <input type="checkbox"/> 3 Wire <input type="checkbox"/> 4 Wire		Number of Service Outlets <input type="checkbox"/> 110V <input type="checkbox"/> 220V	
Power Devices	No.	OUTPUT/LOAD	Power Devices	OUTPUT/LOAD
1			7	
2			8	
3			9	
4			10	
5			11	
6			Total # of Motors	

Utility Service Revisions

Est. Start Date	Est. Finish Date	Electrical Work Est. Value \$
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6. PLUMBING PERMIT APPLICATION**Plumbing Work****YES****NO**

Enter the Number of Fixtures Being Installed, Replaced, or Repaired

Tubs/showers		Drinking Fountains		Back Flow Preventers	
Shower Stalls		Floor Drains		Water Pumps	
Lavatories		Water Heaters		Roof Openings	
Toilets		Water Softeners		Parking Lot Drains	
Urinals		Sewage Ejectors		Inside Downspouts	
Sinks		Sump Pumps		Swimming Pools	
Laundry Tubs		Grease Traps		Standpipes (Y/N) (Number Hose Outlets)	
Dishwashers				Fire Sprinklers (Y/N) (Numbers of Heads)	
Garbage Disposals					

Public Water (Y/N) _____ Public Sewer (Y/N) _____

Water Service Size _____ INCHES _____

Utility Service Revisions _____

Est. Start Date _____ Est. Finish Date _____ Plumbing Work Est. Value \$ _____

7. MECHANICAL PERMIT APPLICATION**Mechanical Work****YES****NO**

ENTER NUMBER OF NEW OR REPLACEMENT UNITS

Forced Air Furnace		Incinerator		Air Handling Unit	
Unit Heater		Boiler		Heat Pump	
Gas/Oil Conversion		Coil Unit		Air Cleaner	
Space Heater		Window A/C Unit		Kitchen Exhaust Hood	
Gravity Furnace		Split System A/C		Hazardous Exhaust System	
Solid Fuel Appliance		A/C Compressor		Electric Furnace	

Utility Service Revisions _____

Type of Heating Fuel ___ Gas ___ Oil ___ Electric ___ Coal ___ Wood ___ Other

Est. Start Date _____ Est. Finish Date _____ Mechanical Work Est. Value \$ _____

8. OTHER REQUIRED PERMIT APPLICATION(S)

Permit Type: _____

Description of Work: _____

*****TOWN USE ONLY*****

Total Cost of Job \$ _____

Amount of B & O Tax Due \$ _____

Total Permit Fees \$ _____

Receipt # _____

Building Inspector_____
Date

SCHEDULE OF HEIGHT AND AREA REGULATIONS (CONT.)

A. REQUIREMENT STANDARDS FOR DWELLINGS

<u>SPECIFICATIONS</u>		<u>(DISTRICT)</u> <u>"A" RESIDENCE</u>	<u>(DISTRICT)</u> <u>"B" RESIDENCE</u>	<u>(DISTRICT)</u> <u>RETAIL BUSI-</u> <u>NESS</u>
Maximum Building Height, in feet	Single	35	35	35
	Double		35	35
	Multiple		35	35
Minimum Front Yard, in feet	Single	25	25	15
	Double		25	15
	Multiple		25	15
Minimum Side Yard, in feet	Single	10	5	5
	Double		5	5
	Multiple		5	5
Minimum Rear Yard, in feet	Single	25	15 note 2	15
	Double		15 note 2	15
	Multiple		15 note 2	15
Minimum Ground Floor Area (Living Space) Size in sq. ft. note 3	Single	960	960	672
	Double		960	672
	Multiple		960 + 400 note 4	672 + 300 note 4

The sale, conveyance, transfer, or subdivision of property whereby such action(s) would cause the Lot Size, to fall below the Minimum Lot Size indicated above, is expressly prohibited.

note 1: When building a multiple dwelling in a retail business district, the specifications and requirements of "B" residence shall govern where applicable.

note 2: If the rear yard opens into an alley, no portion of the alley shall be used in computing the fifteen feet, as permitted in subsection 1321.07(b).

note 3: In addition to the minimum square feet, neither the length nor the width of the structure shall be less than eighteen feet.

note 4: Additional ground floor area per dwelling unit.

For any Building meeting the lot sq.ft. requirements, whether by having the proper lot size or by obtaining a variance, the size of that lot or lots must be held as part of that building and portions of that lot or lots may NOT be sold to adjoining lots for the purpose of obtaining proper lot sq.ft. requirements to build on any adjoining lot or lots.