

BUILDING PERMIT APPLICATION INSTRUCTIONS – CITY OF AUBURN

Read and follow the following fourteen items:

1. Fill out all questions on the permit application.
2. **Applicant will need strings depicting the building or addition and lot lines, in addition to drawings as required per individual permit. Drawings must show distance between all buildings and lot lines. Pins for the lot lines must be exposed** and left exposed until the final inspection.
3. Permit applications or their assigned numbers will not be transferred.
4. All permit applications must be returned to the City Office which will send them to the building inspector. NO permit application will be accepted unless it comes from the City Office (you cannot hand deliver an application to the inspector). All permits must be paid for when the application is turned in to the City Office. All water and sewer taps must be paid at this time. **The City Office must be notified no less than two weeks prior to the installation of any requested taps to allow time for work order. The completion of taps on city's part will be done weather permitting.**
4. Upon returning the application to City Office, it will be dated and signed by a city employee to show date of return.
5. The Building Inspector has a reasonable amount of time to review the application before signing off on the initial plan and will inform the applicant of the permit status before forwarding it back to the City Office. Excavation or building cannot commence without a signed permit. Once the permit is approved, the project must start within 30 days or the permit will become null and void.
6. The City asks that you complete your project in a reasonable amount of time. Building permits are good for 6 months outside on a project. Good for inside work indefinitely. Within a six month period, all exterior work, yard grading and seeding must be completed. If not completed within the time period, the permit is revoked and a new application will cost \$250.00 and is good for only 30 days. If the project is not finished in that time period, NO other permits will be given for that property until the first permitted work is completed.
7. After the initial plan is approved, a second inspection must be approved at the time the footings are poured, before proceeding with the block or concrete sidewalls for the foundation. In addition a third inspection is required once the eave is in place on the structure and must be approved before proceeding with the roofing.
8. Should any mechanical excavation be needed, your excavator must have current proof of insurance on file with the City of Auburn and have an excavator permit number issued by the City.
9. Any type of construction requires a building permit (i.e. new home, home addition, home alteration, shed, garage, modular home, mobile home, deck, fence, pool, etc).
10. All building permit signs must be displayed on job site.
11. If you have any questions concerning Sections I-III of the application, call the **Building Inspector at 438-3353.**
12. Before you dig, you must call JULIE toll free at 1-800-892-0123 or 8-1-1.
13. Failure to abide by the City of Auburn Code renders this permit null and void; any violations of the city ordinances may be punishable by fines.
14. **By submitting a building permit application you are acknowledging that you have read, understand, and will follow all building requirements.**

BUILDING PERMIT APPLICATION – CITY OF AUBURN

SECTION I

PERMIT # _____

NAME OF OWNER _____ PHONE # _____

OWNER'S ADDRESS _____

BUILDING PERMIT ADDRESS _____

CONTRACTOR _____ PHONE # _____

IS THE PROJECT IN THE FLOODPLAIN? YES _____ NO _____

TYPE OF BUILDING: HOME _____ MODULAR HOME _____ GARAGE _____ SHED _____

ADDITION _____ ALTERATION _____ COMMERCIAL _____ MISC. _____

VALUATION OF CONSTRUCTION \$ _____

NOTICE: THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 30 DAYS OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 30 DAYS AT ANY TIME AFTER WORK HAS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATION CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT DATE

SIGNATURE OF OWNER DATE

INITIAL PLAN CHECKED AND APPROVED BY: _____
BUILDING INSPECTOR/COUNCILMAN DATE

2ND INSPECTION APPROVED BY: _____
DATE

3RD INSPECTION APPROVED BY: _____
DATE

PERMIT FEE \$ _____ DATE: _____

DENIED FOR THE FOLLOWING REASON(S): _____

Date Called: _____ Left Message: _____ Talked to Owner: _____

BUILDING INSPECTOR

DATE

SECTION 2

DIMENSIONS OF LOT: _____ feet x _____ feet

DIMENSIONS OF STRUCTURE, ADDITION, ETC: _____ feet long _____ feet wide _____ feet high

FEET FROM PROPERTY LINE: NORTH _____ SOUTH _____ EAST _____ WEST _____

OVERHANG WIDTH(See Ord 1294-09) NORTH _____ SOUTH _____ EAST _____ WEST _____

DATE WILL BE STAKED OUT FOR INSPECTION _____

IS THIS CHANGE BEING MADE ON A CORNER LOT: YES _____ NO _____

Please put a drawing in the space below showing ALL the following: (see example on back)

- 1) your property lines and pins,**
- 2) where the proposed structure will be on your property,**
- 3) how far away from the property lines the proposed structure will be.**

SECTION 3

EXCAVATOR _____

EXCAVATOR'S PERMIT# _____

TYPE OF UTILITIES TO BE INSTALLED

GAS: YES _____ NO _____

WHOLE HOUSE GENERATOR: YES _____ NO _____

If yes # of BTU's _____

WATER: YES _____ NO _____

SEWER: YES _____ NO _____

SEPTIC SYSTEM: YES _____ NO _____

IF YES ON SEPTIC SYSTEM, YOU NEED A PERMIT FROM THE COUNTY AND THE CITY MUST HAVE THE PERMIT NUMBER BEFORE THE BUILDING PERMIT WILL BE SIGNED.

SEPTIC PERMIT NUMBER _____

SECTION 4

THIS INFORMATION IS FOR THE AUBURN TOWNSHIP TAX ASSESSOR ONLY:

PROPERTY INDEX NUMBER: 34- _____

OR

LEGAL DESCRIPTION OF PROPERTY

