

SUBMITTING A NEW APPLICATION FOR A NEW SINGLE FAMILY RESIDENTIAL

- On the Home Screen, click the [Apply](#) button.
- Click **All (85)** to use application assistant

| PERMITS | PLANS |
|---|------------------------------|
| > Building - Commercial Accessory Structure | > Abandonment - Easement |
| > Building - Commercial Addition | > Abandonment - Right of Way |
| > Building - Commercial Alteration | > Annexation - Annexation |
| > Building - Commercial Fence | > Annexation - Deannexation |
| > Building - Commercial Foundation Only | > Appeal - Council |
| > All (85) | > All (18) |

- In the search bar enter **Residential New Single Family**. Click the [Apply](#) button for the **Building - Residential New Single Family** application.

Application Assistant



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> Show Categories Show My Templates

Building - Residential New Single Family [Apply](#)

| | |
|--|---|
| Category Name: Building - Residential | Description: A single-family home, also called a single-detached dwelling or separate house is a free-standing residential building. |
|--|---|

- **Filling out the application:**

- Locations

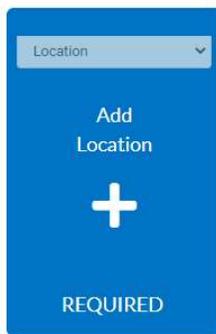
- Click the + sign to enter the search and add location process.

Apply for Permit - Building - Residential New Single Family

*REQUIRED



LOCATIONS



Create Template

Save Draft

Next

- Click [Enter Manually](#). Enter the address number and street name in the Street Number space provided. Then hit enter or click the Save button.

Add Address As Location

SEARCH ENTER MANUALLY

Enter Manually

| | |
|----------------|---|
| Country Type | <input type="text" value="US"/> |
| Enter Address | <input type="text" value="Search Addresses"/> |
| *Street Number | <input type="text"/> |
| Pre Direction | <input type="text"/> |
| Street Name | <input type="text"/> |
| Street Type | <input type="text"/> |
| Post Direction | <input type="text"/> |
| Unit Or Suite | <input type="text"/> |
| City | <input type="text"/> |
| State | <input type="text"/> |
| Postal Code | <input type="text"/> |
| County | <input type="text"/> |

Save

○ Type

- In this step, enter **New single family residential** in the description box.

Apply for Permit - Building - Residential New Single Family *REQUIRED

Progress: 1. Locations (checked), 2. Type (active), 3. Contacts, 4. More Info, 5. Attachments, 6. Review and Submit

PERMIT DETAILS

*Permit Type: Building - Residential New Single Fam

Description: New single family residential

Buttons: Back, Create Template, Save Draft, Next

○ Contacts

- All required contacts and interested parties of the project should be added at this step. Your information will automatically be included as an Applicant.
- Add more contacts with the + button.
 - Search for an existing contact in our database and add to project, if needed.

Apply for Permit - Building - Residential New Single Family *REQUIRED

Progress: 1. Locations (checked), 2. Type (checked), 3. Contacts (active), 4. More Info, 5. Attachments, 6. Review and Submit

CONTACTS

| | | | |
|--|---|---|---|
| Applicant | Electrical Contractor Add Contact + | Mechanical Contractor Add Contact + | Plumbing Contractor Add Contact + |
| Certificate Holder Add Contact + | General Contractor Add Contact + | Owner/Builder Add Contact + | Select Type Add Contact + |

Buttons: Back, Create Template, Save Draft, Next

- More Info
 - In this step, for the general info select the following:
 - **Construction Type: V-B**
 - **Building Occupancy: R-3 1 & 2 Family Dwellings**

General Info

| | | |
|-------------------|-------------------------------------|-------|
| Construction Type | <input type="checkbox"/> | I-A |
| | <input type="checkbox"/> | I-B |
| | <input type="checkbox"/> | II-A |
| | <input type="checkbox"/> | II-B |
| | <input type="checkbox"/> | III-A |
| | <input type="checkbox"/> | III-B |
| | <input type="checkbox"/> | IV |
| | <input type="checkbox"/> | V-A |
| | <input checked="" type="checkbox"/> | V-B |

| | | |
|--------------------|-------------------------------------|--------------------------------------|
| Building Occupancy | <input type="checkbox"/> | A-1 Theaters, Concert Halls |
| | <input type="checkbox"/> | A-2 Restaurants, Night Clubs |
| | <input type="checkbox"/> | A-3 Churches, Gymnasiums |
| | <input type="checkbox"/> | A-4 Arenas, Skating Rinks |
| | <input type="checkbox"/> | A-5 Bleachers, Grandstands, Stadiums |
| | <input type="checkbox"/> | B Office, Professional |
| | <input type="checkbox"/> | E K-12, Day Care |
| | <input type="checkbox"/> | F-1 Industrial Moderate-Hazard |
| | <input type="checkbox"/> | F-2 Industrial Low-Hazard |
| | <input type="checkbox"/> | H-1 Detonation Hazard Materials |
| | <input type="checkbox"/> | H-2 Deflagration Hazard Material |
| | <input type="checkbox"/> | H-3 Readily Flammable Materials |
| | <input type="checkbox"/> | H-4 Health Hazard Materials |
| | <input type="checkbox"/> | H-5 Semiconductor Fabrication |
| | <input type="checkbox"/> | I-1 Institutional |
| | <input type="checkbox"/> | I-2 Hospitals, Nursing Homes |
| | <input type="checkbox"/> | I-3 Prisons, Jails |
| | <input type="checkbox"/> | I-4 Adult and Child Day Care |
| | <input type="checkbox"/> | M Stores, Markets, Gas Station |
| | <input type="checkbox"/> | R-1 Transient Residential |
| | <input type="checkbox"/> | R-2 Multi-Family |
| | <input checked="" type="checkbox"/> | R-3 1 & 2 Family Dwellings |
| | <input type="checkbox"/> | S-1 Storage, Mod Hazard |
| | <input type="checkbox"/> | S-2 Storage, Low Hazard |
| | <input type="checkbox"/> | U Utility/Misc Structures |

- **Square Footage section:** Fill in the sections that apply to the new single family residential home you are building. If it doesn't apply, put 0 (zero) in the section.
- **Gas meter required:** Select Yes or No
- **Lot Number:** Enter lot number
- **Description of proposed work:** Enter **New single family residential**

Please fill in the Square Footage for the project you are applying for.

*Number of Stories

Number of Stories is required.

*Number of Bedrooms

Number of Bedrooms is required.

*Number of Bathrooms

Number of Bathrooms is required.

*Heated SQFT

Heated SQFT is required.

*Unheated SQFT

Unheated SQFT is required.

*Garage SQFT

Garage SQFT is required.

*Porches SQFT

Porches SQFT is required.

*Addition SQFT

Addition SQFT is required.

*Other SQFT

Other SQFT is required.

Maximum Occupant Load

*Gas meter required:

Gas meter required: Is required.

Lot Coverage:

SB-Front

SB-Left

SB-Rear

SB-Right

*Lot Number

Lot Number is required.

Number of Units

*Description of Proposed Work

New single family residential

Fire

Sprinkled

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- Attachments
 - Upload the site plan and building plan as one file. PDF file only. Other files are not accepted.
- Review and Submit
 - Review all information entered. The Estimated Fees are preliminary. If any information needs to be modified, use the Back button at the bottom of the page.
 - When ready, click Submit.