

Village of Aroma Park

BUILDING PERMIT APPLICATION

Date: _____ BP# _____

1. Applicant _____

Address _____ Phone _____

Address of Building Site _____

2. Remodel or New Construction Address _____

3. Parcel Number: _____

4. Renter/Agent/Owner Name: _____
(Circle One)

Address: _____

Telephone: _____

5. In Detail Description and Drawing of Remodel _____

5A. Projected cost of Remodel/New Construction \$ _____

Fees assessed for this permit are as follows:

	# Of Inspections	
Building Permit Fee		\$ _____
Electrical Inspection(s)	_____	\$ _____
Plumbing Inspection(s)	_____	\$ _____
Sewer System		\$ _____
Tap Fees		\$ _____
Occupancy Deposit		\$ _____
Other		\$ _____
TOTAL		\$ _____

6. Does Remodeling Consist of any of the following:

Electrical Outlets: Yes _____ No _____ # _____

Lighting: Yes _____ No _____ # _____

Sinks: Yes _____ No _____ # _____

Drains Yes _____ No _____ # _____

Air Conditioning Yes _____ No _____

Heating Yes _____ No _____

Exhaust Fan(s) Yes _____ No _____ # _____

Ceiling Fan(s) Yes _____ No _____ # _____

Other _____

7. Is Property in Floodplain, Floodway or Wetland? _____
(If so, you must make arrangements to meet with the Mayor before permit is issued)

8. Name and phone number of

General Contractor _____

Plumber _____

Electrician _____

Other _____

NEW CONSTRUCTION:

1. Architect/Engineer _____
Name and Phone number must be present

2. 2 Complete sets of plans must be furnished before building permit will be issued.

3. A copy of legal description or deed must accompany this application.

4. A Perpetual utility easement must be signed by owners of record before permit will be issued.
5. A request for sewer hook-up must be filed with this application.
6. All applicable fees including but not limited to building permit, sewer, occupancy deposit and inspections must be paid prior to the permit being issued.
- 7.

I have read and understand the building or remodeling procedure for the Village of Aroma Park. I also am aware that if the project is started prior to The issuance of a building permit, I will be subject to a \$100.00 fine.

Signature: _____ Date: _____

MANDATORY INSPECTION REQUIREMENTS

A 24 HOUR NOTICE, DURING REGULAR BUSINESS HOURS OF 8:00 AM AND 4:00 PM MONDAY THRU FRIDAY, IS REQUIRED WHEN REQUESTING AN INSPECTION. **ALL** PROJECTS MUST HAVE A FINAL INSPECTION OR FINES MAY BE ASSESSED AND THE FOLLOWING INFORMATION MUST BE FURNISHED:

- A) ADDRESS OF INSPECTION LOCATION
- B) TYPE OF INSPECTION REQUIRED (PLUMBING, ELECTRICAL, BUILDING, ROUGH-IN, FINAL FOLLOW UP ETC)
- C) NAME AND TELEPHONE NUMBER YOU CAN BE REACHED AT
 - WHERE PERTINENT TO THE PROJECT, LOT SURVEY STAKES SHALL BE VISIBLE.
 - FOOTING FORMS SHALL BE INSPECTED AND APPROVED BEFORE CONCRETE IS POURED.
 - ALL UNDERGROUND WORK TRENCHES ARE TO BE OPEN FOR INSPECTION AND APPROVAL BEFORE BEING COVERED.
 - YOU ARE REQUIRED TO CALL FOR A ROUGH-IN INSPECTION. ALL WIRING, PLUMBING, HEATING AND VENTING SHALL BE VISIBLE AND APPROVED BEFORE THE FRAMING INSPECTION. ANY WORK THAT IS COVERED SHALL RESULT IN YOUR BEING REQUIRED TO REMOVE SUCH COVER SO THAT A COMPLETE INSPECTION CAN BE MADE.
 - YOU ARE REQUIRED TO CALL FOR A FINAL INSPECTION BEFORE THE PREMISES IN QUESTION IS USED FOR ANY REASON SUCH AS STORAGE OF FURNITURE, MERCHANDISE OR ANY OTHER EQUIPMENT. (NO EXCEPTIONS).
 - A \$50.00 FEE WILL BE ASSESSED FOR EACH ADDITIONAL RE-INSPECTION WHICH SHALL PROVE TO BE NECESSARY. THIS CHARGE SHALL BE PAYABLE AT THE VILLAGE HALL.

GENERAL PERMIT PROCEDURES AND INSTRUCTIONS

- PERMIT APPLICATION MUST BE COMPLETED IN FULL
- DETERMINE YOUR PROPERTY LINES AND EXPOSE PROPERTY STAKES IF APPLICABLE. SUBMIT A SKETCH SHOWING THE PROPOSED LOCATION OF YOUR PROPERTY RELATING TO LOT LINES, HOUSES, SHEDS, AND OR ANY OTHER STRUCTURES ON YOUR PROPERTY
- SEWER PERMIT FEES AND OCCUPANCY DEPOSITS MUST BE PAID WITH A SEPARATE CHECK FROM THE BUILDING PERMIT FEE
- YOU MUST SUPPLY YOUR OWN CONTRACTOR TO INSTALL **OUR** SEWER TANK. THE VILLAGE OF AROMA PARK WILL OVERSEE THE INSTALATION OF THE TANK, TIMES MUST BE COORDINATED WITH OUR SEWER DEPARTMENT.
- SHUT OFF VALVE, VALUT AND BACK FLOW PREVENTOR MUST BE FURNISHED BY THE CONTRACTOR OR HOMEOWNER.
- UNDER **NO** CIRCUMSTANCES MUST OUR SEWER LID BE COVERED. OR ACCESS INHIBITED BY ANY MEANS. **WE MUST BE ABLE TO GET TO OUR SEWER TANK AND LID**
- HOMEOWNER MUST SUPPLY THE ELECTRICAN TO WIRE THE HARDWARE FOR THE SEWER SYSTEM. YOU MAY CONTACT THE VILLAGE OF AROMA PARK AND WE WILL GIVE YOU A NAME OF A CONTRACTOR.