



## Building Permit Application

Prior to starting new construction, demolition, remodeling, or installation of a structure in the corporate city limits of Big Sandy, a customer needs to apply and be approved for a Building Permit.

Permit Applications are taken from 7:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. It can take up to 30 days for permit applications to be reviewed and/or approved. If you have any questions, please call City Hall at 903.636.4343.

### Application Requirements:

1. All questions on the application must be answered and/or completed, including the following:
  - a. Owner's name, physical address and telephone number.
  - b. An accurate legal description of the property from the Upshur Co. Appraisal District
  - c. Contractor's name, physical address and telephone number.
  - d. Two (2) complete sets of plans drawn to scale:
    - i. Site or plat plan
    - ii. Floor plan
    - iii. Foundation plan
    - iv. Elevation plan (four sides)
    - v. Drainage plan (must show how lot(s) will be drained with arrows)
  - e. Valuation of work (material plus labor)
2. An original, signed copy of the application must be submitted to the City Secretary.
3. The application will be reviewed by the Mayor, Public Works Director, and/or the City of Big Sandy Zoning Commission.
4. If approved, the permit will be issued upon payment of applicable fees.

<b>Application Date:</b>		
<b>Property Owner:</b>	<b>Last:</b>	<b>First:</b>
<b>Phone #:</b>	<b>Home:</b>	<b>Cell:</b>
<b>Contractor's Name:</b>	<b>Last:</b>	<b>First:</b>
<b>Phone #:</b>	<b>Home:</b>	<b>Cell:</b>
<b>Service Address:</b>		
<b>Billing Address:</b>		
<b>Legal Description:</b>		
<b>Email Address:</b>		<b>DL#</b>

<b>Type of Building:</b>	
<b>Purpose of Building:</b>	
<b>Square Footage:</b>	
<b>Existing Water Tap?</b>	YES OR NO
<b>Existing Sewer Tap?</b>	YES OR NO
<b>Estimated Cost:</b>	

<b>Type of Air Conditioning Material:</b>	
<b>Type of Framing Material:</b>	
<b>Type of Roof Covering:</b>	
<b>Type of Outer Walls:</b>	
<b>Type of Inner Walls:</b>	
<b>Type of Insulation:</b>	
<b>Type of Foundation:</b>	
<b>Type of Windows/Doors:</b>	
<b>Electrical Service Voltage:</b>	
<b>Number of Rooms:</b>	
<b>Number of Bathrooms:</b>	
<b>Number of Stories:</b>	

Please read the following conditions of this application and sign below. Your signature indicates that you have read, understand and agree to all conditions, and that all the above information is correct.

1. It shall be the obligation of all persons seeking a building permit to familiarize themselves with all of the City of Big Sandy's building and zoning codes.
2. Work may not start until a permit has been issued pursuant to approval of this application.
3. Permits shall not be construed as an authority to alter or set aside any zoning code requirement, nor shall such issuance of permit prevent correction of errors in plans or in construction.
4. Permits shall become invalid if work is not commenced within six (6) months after issuance, or work authorized by such permit is suspended, or abandoned for a period of six (6) months after work has commenced.
5. I hereby make application for a building permit for work as noted herein and as described by the submitted plans and specifications.
6. I understand that all construction is subject to the International Building Codes as adopted by the City Council and that I will be required to pay for an inspection by a Building Code Enforcement Officer and that the construction must pass inspection before occupancy can occur.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



## Building Permit Approval

<b>Application Date:</b>		
<b>Property Owner:</b>	<b>Last:</b>	<b>First:</b>
<b>Phone #:</b>	<b>Home:</b>	<b>Cell:</b>

**Date application was presented to City Council:** \_\_\_\_\_

**Approved**
                         
  **Denied**

**Mayor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Public Works Dir.:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Attest:**

**City Secretary** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Building Permit Fees

Building Permit Fees are accepted after approval has been granted and can be taken from 7:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m.

Section 151.60 of the City of Big Sandy Code of Ordinances establishes the building permit fees for new construction and/or remodels at \$.15 per square foot with a minimum charge of \$50 per permit.

The fee for the demolition of any structure is \$100. The fee for moving and/or relocating any structure is a minimum of \$100, plus the actual cost of any expenses the City incurs conjunction with the move.

	Square Footage	Rate	Total
<b>Building Permit Fees:</b>		X \$.15	
	Date Paid:	Check #	Amount:
<b>Building Permit Payment:</b>			