

City of Duenweg
Office of Code Enforcement

Application for Building Permit

Type requested: Residential Commercial Remodel/Addition Demolition

Address for which application is submitted: _____

Parcel # _____ Legal Description _____

Is any part of property within a Flood Plain: Yes No
If Yes contact Code Enforcement Official or City Hall before proceeding.

Applicant Information

Is work to be done by: Owner(s) Contractor(s)

Owner(s) of property: _____
Address if different: _____
Phone: Day _____ Evening _____ Cell _____

Contractor: _____ License # _____
City License: Yes No Will obtain (*must be obtained prior to permit issued*)
Address: _____
Phone: Office _____ Fax _____ Contact _____

Architect: _____ License # _____
City License: Yes No Will obtain (*must be obtained prior to permit issued*)
Address: _____
Phone: Office _____ Fax _____ Contact _____

Property Information

1. Lot size sq ft: _____
2. Square ft of addition/ new construction (includes covered porches and garages): _____
3. Is setback variance(s) requested (additional form): Yes No
4. Are utilities located on property: Yes No
If yes please explain which and where located. _____
5. Building height: _____ No. of stories: _____ Depth below grade: _____
6. Exterior wall material: _____ Roofing material: _____

The undersigned owner of the building or ground above described has authorized _____
_____ as the agent for the purpose of procuring the permit herein applied for, and
states that all of the above information is true to the best of there knowledge and belief. I/we
understand that incomplete applications will not be processed.

Agent Signature

Owner Signature

Official Use Only
Plan Submission Record

Date Submitted: _____

Code Enforcement Official Conference Date: _____

Comments: _____

Public Works Review: Yes No

Comments: _____

Planning Board Review Date: _____

Comments: _____

Approved: Yes No

Council Review Date: _____

Comments: _____

Approved: Yes No

City Engineer Review: Yes No

Comments: _____

Inspections:

Foundation: _____

Structural: _____

Elec/plumbing/mech: _____

Certificate of Occupancy: _____

City License(s) verified: Yes No

Fees Collected: Yes No

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Building Permit Application & Inspection Procedure

One and Two Family Dwellings

All new construction, remodels, additions, enlargements, repair, moving, removal, conversion, demolition, and alterations require a building permit. This includes all plumbing, electrical, and mechanical work, as well as decks, patios, porches, garages, fences, signs, and sheds (over 120 sq ft.).

Application for a building permit must be filled out completely including complete contact information and the following:

- Building plans in duplicate.
- Site plans that include property lines, existing structures, location of existing structures with measurements to property lines, other structures and location of proposed building or structure and location of all utilities.
- Description of work to be performed.

All work performed must conform to the applicable building code and/or City Ordinances.

A pre-construction conference with the code enforcement official will be scheduled to facilitate questions and answers prior to the next scheduled Council meeting. It may be required of you or your agent to be present at a Planning Board meeting, this requirement varies by the work being applied for. Approval by the City Council and/or the code enforcement official is required prior to the issuance of the permit.

Work must not commence until all associated fees are paid and an approved building permit issued.

When all requirements listed above have been met, a permit will be issued within 3 business days in most instances. If a permit is not purchased within 30 days of final approval contact City Hall, the application may need to be re-submitted. A permit is valid for 1 year and work must commence within 180 days from date of issuance.

Required Inspections: (some circumstances may require additional inspections)

- a.) Foundation (Prior to backfill, with drains and sealer complete)
- b.) Structural
- c.) Electric and plumbing (Prior to insulation and wallboard)
- d.) Final (For Certificate of Occupancy).

Make contact with City Hall to schedule inspections. You will be contacted by the Code Official with time of inspection. If contact is not made and inspection not completed within 5 days you may proceed as if inspection was performed and passed.