



BUILDING PERMIT APPLICATION

NOTE: Applications take a minimum of 5 business days

PLEASE FILL IN ALL OF THE BLANKS THAT PERTAIN TO YOUR APPLICATION

PERMIT TYPE: NEW REPAIR REMODELING / ADDITION OTHER

GEO (REQUIRED BY CAD, 16 #s) - _____

Subdivision _____ Parcel: _____ Block: _____ Lot: _____

Existing Address: _____ Flood Zone: _____ BFE: _____

PERMIT FOR NEW CONSTRUCTION:

Bldg. Ht: _____ # of Floors: _____ Multi-plex? _____ No. of Units: _____

Total Sq. Ft: _____ Sq. Ft. Living: _____ Sq. Ft. Non-Living: _____

Bedrooms: _____ Bathrooms: _____ Garages _____

~~~~~

**PERMIT FOR REPAIR / REMODELING / ADDITION / OTHER: (a survey plat is required)**

Description of Work : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROPERTY OWNER

Name: \_\_\_\_\_

Mailing address/city/zip code: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ or \_\_\_\_\_ or \_\_\_\_\_

GENERAL CONTRACTOR

Company Name: \_\_\_\_\_

Mailing address/city/zip code: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ or \_\_\_\_\_

(Continue on Back)

**PLUMBING**

Insurance or Bond on file [ ] Yes [ ] No (if No - one is required) State License #: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing address/city/zip code: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ or \_\_\_\_\_

**ELECTRICAL**

Insurance or Bond on file [ ] Yes [ ] No (if No - one is required) State License #: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing address/city/zip code: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ or \_\_\_\_\_

**MECHANICAL (A/C)**

Insurance or Bond on file [ ] Yes [ ] No (if No - one is required) State License #: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing address/city/zip code: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ or \_\_\_\_\_

Required documents with application for permit approval.

1. General Contractors - must be insured with certificate on file.
2. Plumbers, Electricians, A/C Contractors - copy of current license must be submitted if not on file.
3. All Contractors are required to have a \$10,000.00 liability insurance or a Bond for the Town of Laguna Vista.
4. One set of paper construction plans with site plan - will become property of the Town.
5. One set of construction plans on CD PDF format – will become property of the Town.
6. RES-Check or Com-Check Report required with plans (Energy Report)
7. WPI-1 windstorm application required with permit application.
8. Permit application for the SPI Golf Club or Paradise Cove will not be accepted without subdivision stamp approval.
9. An incomplete application will not be accepted with documents missing.
10. Applications for repair, remodeling, require a survey plat of existing lot.

**REQUIRED DOCUMENTATION DURING INSPECTION PROCESS**

- a) A sanitation closet (Port-A-Potty) must be on premises at start of site preparation.
- b) Republic Services Roloff container must be on site. Submit copy of contract to city hall.
- c) Water meter must be connected for prior to first inspection. Submit copy of water meter receipt to city hall.
- d) A foundation survey stamped by RPLS, on CD using PDF format and hardcopy must be submitted PRIOR to foundation inspection.
- e) Elevation Certificate from FEMA must be submitted for all new construction and/or additions.

Signature of Person Submitting Application \_\_\_\_\_ Date: \_\_\_\_\_

Application Rec'd by: \_\_\_\_\_ Date: \_\_\_\_\_ Bldg. Insp Approval: \_\_\_\_\_ Date: \_\_\_\_\_