



Building Permit Application

Name of Applicant: _____

Date: _____

Mailing Address: _____

Project Address: _____

Parcel #: _____

Owner of Property: _____

Zoning Application (select all that apply):

- ☐ Commercial
- ☐ Residential
 - ☐ Owner occupied
 - ☐ Rental property

Contractor: _____

Address: _____

Phone #: _____

Subcontractor(s)

Company: _____

Address: _____

Phone #: _____

* Use additional pages for additional subcontractor information:

Brief description of planned project:

Lot Dimensions: _____



Building Permit Application

Set Backs (distance from property lines)

Front: _____ Back: _____

Left: _____ Right: _____

Total Finished Square Feet: Before: _____ After: _____

Current Use of property: _____

Intended Use of property after improvements: _____

Total job Cost: \$ _____

The following needs to accompany application form:

- ☐ Copy of plan prepared by an engineer or the contractor.
- ☐ Survey prepared by a licensed surveyor including the location of planned construction with relationship to the lot boundary lines and surrounding streets, allies, and adjacent properties or clearly labeled Site Plan drawing showing (1) all dimensions of project and relationship to existing buildings or structures, utilities, property lines, and easements; (2) all easements, (3) indicating North by an arrow, and (4) indicating scale.
- ☐ Application Fee:
 - ☐ Date Received: _____
 - ☐ Received by: _____

Application submitted by: ☐ Property Owner; ☐ Contractor; ☐ Authorized Agent**

** If this category is selected, applicant must submit copy of contract or other document creating the agency.

_____ I hereby attest that all information provided in this application is correct. By signing this application, I am admitting my understanding of the Village of Viola ordinances as well as county and state building codes.

_____ I understand it is my responsibility to make sure all permits are obtained prior to the start of the project.

_____ I understand that it is my responsibility to communicate any changes to the Village of Viola Zoning Officer that need to be made due to unforeseen circumstances.

_____ I agree the structure or improvement will not be used or occupied in whole or in part until a Certificate of Occupancy is issued as required by law.

_____ I understand and agree that the Village Zoning Officer or Mayor may require that I provide further information, and I agree to cooperate with any such requests.

Applicant Signature: _____ Date: _____

SITE PLAN

Instructions:

1. Complete this plan by showing all dimensions of your project and its relationships to existing buildings or structures, utilities, property lines and easements.
2. Show all Easements. Easements are agreements between landowners. While this office is not responsible for enforcing these agreements, they are legally binding and must be followed during construction.
3. Indicate North by completing the arrow. 
4. Indicate what scale you are using.  Scale: 1 box = _____ feet

