

## HOW TO FILL OUT A BUILDING PERMIT

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The items listed below correspond to the items listed on the building permit application(s):

1. **Contractor's Information** – Fill in Contractor's name as it appears on the qualifying license. Also fill in mailing address, phone, fax and email address.
2. **Owner's Information** – Fill in the owner's full name, mailing address and fax number (if applicable).
3. **Job Address** – Fill in the address of the location of job site where work will be performed.
4. **Lot, Block, Subdivision, and Folio #** – This information can be found at the County's Record Division, [www.bcpa.net](http://www.bcpa.net), and is the legal description of the property, which will be on a survey, tax record, etc.
5. **Zoning** - This is information provided by the Zoning Department, which defines what your property is zoned for, city staff will fill in this information.
6. **Type of Property** – Check off if it is Residential, Non-Residential or Multi-Family (whichever applies).
7. **Type of Work** – Check off Interior or Exterior (whichever applies).
8. **Tenant** – Fill in the name of the business name or person(s) that will occupy the space (Non-Residential only).
9. **Description of Work** – Describe the scope of the work you are performing.
10. **Square Footage** – Fill in the square footage of job on the appropriate line as it applies.
11. **Type of Construction, Occupancy Group and Occupancy Load** – Enter the information from the architect's drawings, or the plan reviewer will enter information.
12. **Total Cost of Improvement** – Enter the total estimated value of the job.
13. **Architect/Engineer** – Fill in the name and address of any architect or engineer who may be involved with the project.
14. **Fee Simple Titleholder & Address** – Enter in the name and address of the fee simple titleholder. This should be on the deed of the property.
15. **Bonding Company & Address** – Enter in the name and address of any company holding a bond on any part of the project.
16. **Mortgage Lender's Name & Address** – Enter in the name and address of the mortgage lender for the construction on the project.

**\*NOTE: All applications must be notarized with the qualifier's signature and an owner's signature in lieu of a contract.**