

BUILDING

PERMIT

HOW DO I OBTAIN A BUILDING PERMIT?

A building permit is required whenever a structure is moved into the community, erected, added to, or structurally altered.

- ⇒ Meet with the Administrative Official (Finance Officer) and ask for a Building Permit application.
- ⇒ Complete the application and pay the appropriate fee.
- ⇒ In addition to the application a site plan shall also be submitted including the following:
 - A site plan showing the actual dimensions and shape of the lot to be built upon, the exact size and location on the lot of all existing buildings and structures, if any, and the exact size and location on the lot of the structure or building proposed to be repaired, altered, erected, or moved.
 - The location of the said lot with respect to existing rights-of-way and adjacent lots.
 - Any other information which the Administrative Official may deem necessary for consideration in enforcing the provisions of this Ordinance.
 - A letter of certification stating that the lot to be built upon has been accurately surveyed. This requirement may be waived by the Administrative Official in the event lot markers (pins) have been located.
- ⇒ The Administrative Official will review your application and if all requirements are met will issue the building permit.
- ⇒ Your application may be denied because you may be required to either rezone your property or obtain a conditional use permit or variance prior to receiving a building permit.

BUILDING PERMIT CHECK LIST

**** INFORMATION PERTAINING BUILDING PERMITS MAY BE FOUND IN CHAPTER 3.04.01 OF THE ZONING ORDINANCE STARTING ON PAGE 37.**

A building permit is required whenever a structure is moved into the community, erected, added to, or structurally altered. A structure is defined on page 132.

_____ Met with applicant and provided building permit application

_____ Collected application fee

_____ Reviewed application including site plan.

- Checked to see if the request is a permitted use in zoning district.
- Does applicant need a variance, conditional use, or rezoning?

_____ If request is a permitted use and no rezoning, conditional use or variance is needed, issue the permit.

_____ If request is not permitted due to the need of a rezoning, conditional use or variance, begin the appropriate proceedings.

CITY OF CASTLEWOOD
BUILDING/USE PERMIT APPLICATION
PERMIT NUMBER _____

APPLICANT NAME (PRINT): _____ **PHONE:** _____

ADDRESS: _____

OWNER (PRINT): _____ **PHONE:** _____
IF DIFFERENT THAN APPLICANT

ADDRESS: _____
IF DIFFERENT THAN APPLICANT

DEVELOPMENT SITE LEGAL DESCRIPTION: _____

DEVELOPMENT SITE STREET ADDRESS: _____

EXISTING ZONING DESIGNATION: _____

TYPE OF APPLICATION (check all that apply)

____ NEW STRUCTURE ____ ALTERATION/ADDITION ____ ACCESSORY BUILDING ____ MOVING ____ DEMOLITION

PLEASE DESCRIBE THE PROPOSED WORK: (be specific as to size of buildings, lots, construction materials, etc)

ESTIMATED PROJECT CONSTRUCTION COST (including labor): \$ _____

NOTE: A SKETCH OF PROPOSED PROPERTY SHALL ACCOMPANY THIS APPLICATION, SHOWING THE FOLLOWING:

- | | |
|--|--|
| 1. NORTH DIRECTION | 5. DIMENSIONS OF FRONT, REAR, AND SIDE YARD SETBACKS |
| 2. DIMENSIONS OF PROPOSED STRUCTURE | 6. LOCATION OF ADJACENT EXISTING BUILDINGS |
| 3. STREET NAMES | 7. OTHER INFORMATION AS MAY BE REQUESTED |
| 4. LOCATION OF PROPOSED STRUCTURE ON LOT | |

"PLEASE USE THE ATTACHED SKETCH INSTRUCTION SHEET FOR AN EXAMPLE"

I hereby certify that I have read and examined this application and know the information contained herein to be true and correct. Further, it is hereby agreed between the undersigned, as owner, his agent or servant, and the City of Castlewood that for and in consideration of the premises and the permit to construct, erect, alter, install, move, excavate, and the occupancy of the structure as above described, to be issued and granted by the Administrative Official, that the work thereon will be done in accordance with the description herein set forth in this statement, and as more fully described in the specifications and plans herewith filed; and it is further agreed to construct erect, alter, install, move, excavate, and occupy in strict compliance with the ordinances of Castlewood. This permit is revocable for cause. The legal description referenced herein shall not be subdivided except in conformance with the Castlewood Zoning Ordinance. This permit shall become null and void if the legal description referenced herein changes resulting in nonconformance with the Castlewood Zoning Ordinance thereby resulting in the revocation of building rights and subsequent removal of the structures associated with this permit. The permit shall become void if the work desired has not begun within six (6) months of issuance and/or unless substantial progress has been made within twelve (12) months from the date of issuance.

SIGNATURE OF CONTRACTOR DATE

SIGNATURE OF APPLICANT DATE

SIGNATURE OF OWNER DATE
(IF DIFFERENT THAN APPLICANT)

Site Sketch

Permit Issue Date _____

Castlewood Administrative Official

Special Notes/Reasons for Denying Permit: _____

FOR OFFICIAL USE ONLY

Fee Paid: _____

Date Paid: _____

Permit Expiration Date: _____

DOE Record # _____

Variance/Conditional Use # _____

Date: _____

SKETCH INSTRUCTION SHEET

The intent of this sketch is to graphically illustrate the information included in this application. Please use an 8.5 x 11-inch sheet of paper. The use of graph paper is preferred.

All information requested must be included on your sketch. Label all distances and dimensions as measured in feet. Please refer to the example sketch at the bottom of this instruction sheet for details.

- Show the size and shape of your property. Label all of your property lines with the correct distances.
- If your proposed use will include a structure not now on your property, show the location of the proposed structure or addition in relation to your property lines. Show additions to existing structures by means of a dotted line. Show distances from your property line to nearest portion of the structure or addition.
- Show the distance from the front of your structure to both the road centerline and the road right-of-way line. "Front" means the portion of the structure facing the road.
- Show the dimensions of your proposed structure or addition.
- Show roads abutting your property. Label each road by name and /or number (example – Main Street).
- Show the approximate location of all other structures on your property and label each as to its use (House, garage, etc.)

If your proposed use will include improvements of or alterations to your property besides structures or other than structures, please reflect these improvements on your sketch. Examples of such non-structural improvements or alterations might be: Location of a parking lot for a commercial enterprise, areas of property intended to be filled or drained, location of screening which may be required by provisions of the Zoning Ordinance, etc...

