

City of Montpelier Building Permit Application - Basic Renovations

Work may not commence prior to the issuance of a Building Permit. This permit application is for projects of a simple or minor nature, such as a new heating system, electrical work, a replacement roof, a deck or garage for single family home. The Building Inspector may require using the "long form" Building Permit application if more information is needed.

PLEASE PRINT

Section A, Site Information: *Complete for all permits*

Location of Project:	(Number and Street name)	Detached Single Unit <input type="checkbox"/> Yes, <input type="checkbox"/> No
Zoning Permit Received:	<input type="checkbox"/> Yes, <input type="checkbox"/> No	Permit # _____
Building Owner Name:	_____	
Owner Mailing Address:	_____	Zip Code: _____
Owner contact info:	Phone: <input type="checkbox"/> Work, <input type="checkbox"/> Home ()	Cell: ()
	E-Mail: _____	Other: _____

Section B, Project Information: *Complete for all permits.*

Indicate what the permit is being obtained for below, check all that apply:

<input type="checkbox"/> Addition to Existing Building	<input type="checkbox"/> Renovation/Alteration of Existing Building
<input type="checkbox"/> Fit up for New retail or Office Tenant	<input type="checkbox"/> New Building Equipment Installation
<input type="checkbox"/> Replacement or repair of Building system	<input type="checkbox"/> Other:

Project Description: _____

Section C, Plans: **Provide two copies *Mark the plans that are included with this application***

<input type="checkbox"/> Site Plans	<input type="checkbox"/> Other plans
<input type="checkbox"/> Floor Plans	<input type="checkbox"/> Elevation Plans

Section D, Building Information: *Complete for all permits: new construction, renovation, alterations.*

Square Footage of Largest Story: _____	Existing Square Footage: (Including basements) _____
Square Footage of Addition: (Including basements) _____	Total Square Footage: (Including basements) _____
Number of Floors: _____	Building Height: _____
Number of Units: _____	Describe Heating System(s): _____
Type of Water Supply: Public <input type="checkbox"/> , Private <input type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/>	
Type of Sewage Disposal: Public <input type="checkbox"/> , Individual <input type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/>	

Section G, Applicant, Project Contractor Information:
Complete for all construction projects.

General Contractor:

Name	Address	Phone
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Anticipated start date of project: _____

Anticipated completion date of project: _____

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Section F, Project Valuation and Permit Fee: Complete for all permits. Make check payable to the City of Montpelier, and include it with this application. No application will be processed without the fee.

I, _____ certify that the estimated total valuation of the construction

(Applicant's Name – Print or Type) work is as follows:

TOTAL PROJECT COST \$ _____
(Line 1)

Permit Fee Calculation

Calculate the permit fee using line 1 above, if the project involves a single family, free standing home or if a State Construction Permit is required:

Fee is \$10.00 for first \$1,000.00 and \$3.50 for each additional \$1,000.00 or portion thereof.
Fee \$ _____

Calculate the permit fee for all other projects using line 1 above:

Fee is \$10.00 for first \$1,000.00 and \$8.50 for each additional \$1,000.00 or portion thereof.
Fee \$ _____

Check # : _____ Received by: _____

Will this project involve work in the public right of way, including the placement of a dumpster?
(See Public Works)

Do you anticipate needing a parking meter bag?
(See City Clerk's office)

I Hereby certify that the information contained within this application is correct and accurate.

Signature of Applicant: _____ Date: _____