



## DIRECTIONS FOR COMPLETING APPLICATION

Please print or type.

Applications must be legible or may be subject to denial

- Step 1. If a building or zoning permit was issued place the number in the top right hand corner.
- Step 2. Section A. The applicant is the name of the individual/s to occupy the space. If a business, use the name of the business owner. The address is the location of the structure to be occupied. (Include Suite or PO Box numbers).
- Step 3. Section B. Check all that apply. New construction includes decks, additions, remodels and changes to existing structures residential or commercial. Contact the building department if you are not sure if the use group classification will be changed.
- Step 4. Section C. Complete as required; (Ex: Description 2 Story Single Family, 4 story office building). Insert parcel ID Zoning District and Subdivision name. If not a business leave Blank.
- Step 5. Section D. Complete if the CURRENT property owner is different from the applicant.
- Step 6. Section E. Complete as required. If new building leave current use blank.
- Step 7. Section F. Application to be signed by the applicant or authorized agent.