



**DIAMOND CITY  
BUILDING PERMIT APPLICATION**

232 GRAND AVE  
PHONE (870)422-7212

|                 |                   |
|-----------------|-------------------|
| PROJECT ADDRESS | PARCEL/LOT NUMBER |
| PROPERTY OWNER  | PHONE NUMBER      |
| MAILING ADDRESS | EMAIL             |

|                                  |                   |
|----------------------------------|-------------------|
| BUILDING CONTRACTOR              | PHONE NUMBER      |
| MAILING ADDRESS                  | EMAIL             |
| LICENSE NUMBER<br>(INCLUDE COPY) | LICENSE EXP. DATE |

|   |
|---|
| <b>RESIDENTIAL</b>                              |
| <input type="checkbox"/> NEW CONSTRUCTION       |
| <input type="checkbox"/> REMODEL                |
| <b>COMMERCIAL</b>                               |
| <input type="checkbox"/> NEW CONSTRUCTION       |
| <input type="checkbox"/> REMODEL                |
| <b>SUBMITTAL CHECKLIST</b>                      |
| <input type="checkbox"/> PERMIT APPLICATION     |
| <input type="checkbox"/> FULL SIZE PLANS        |
| <input type="checkbox"/> SITE/PLOT PLANS        |
| <input type="checkbox"/> CONTRACTORS LICENSE    |
| <input type="checkbox"/> COPY OF GEN. LIABILITY |

**PHYSICAL SITE INFORMATION**

SITE 911 ADDRESS \_\_\_\_\_ STRUCTURE TOTAL SQ FT \_\_\_\_\_ (LXW) #STORIES \_\_\_\_\_

ZONING \_\_\_\_\_ PARCEL# \_\_\_\_\_ SUBDIVISION \_\_\_\_\_ BLOCK# \_\_\_\_\_ LOT# \_\_\_\_\_

LOT DIMENSIONS \_\_\_\_\_ (LXW) SQ FT \_\_\_\_\_ SETBACKS: FRONT \_\_\_\_\_ SIDE \_\_\_\_\_ REAR \_\_\_\_\_

CORNER LOT: SIDE ST \_\_\_\_\_ FRONT ST \_\_\_\_\_

MATERIALS TO BE USED FOR CONSTRUCTION \_\_\_\_\_

ESTIMATED COST OF PROJECT \_\_\_\_\_ PERMIT TOTAL COST \_\_\_\_\_

PROJECT START DATE \_\_\_\_\_ PROJECT END DATE \_\_\_\_\_ FINISHED SQ FT \_\_\_\_\_

**SUB-CONTRACTORS**

**FOOTING \***

NAME \_\_\_\_\_ LICENSE # \_\_\_\_\_

**FRAME**

NAME \_\_\_\_\_ LICENSE # \_\_\_\_\_

**ROOFING**

NAME \_\_\_\_\_ LICENSE # \_\_\_\_\_

**ELECTRICAL**

NAME \_\_\_\_\_ LICENSE # \_\_\_\_\_

**PLUMBING**

NAME \_\_\_\_\_ LICENSE # \_\_\_\_\_

**MECHANICAL**

NAME \_\_\_\_\_ LICENSE # \_\_\_\_\_

**\*PORTABLE TOILET, CONSTRUCTION WASTE CONTAINER AND CONCRETE WASHOUT PIT REQUIRED BY FOOTING INSPECTION**

**BUILDING PERMIT FEES**

**NEW CONSTRUCTION:** BUILDING VALUATION FOR NEW RESIDENTIAL CONSTRUCTION AND NEW COMMERCIAL CONSTRUCTION WILL BE DETERMINED USING THE INTERNATIONAL CODE COUNCIL'S BUILDING VALUATION DATA TABLE. THE VALUATION TABLE IS PUBLISHED EVERY SIX MONTHS TO PROVIDE AN UP TO DATE AVERAGE CONSTRUCTION COST PER SQUARE FOOT BASED ON OCCUPANCE AND CONSTRUCTION TYPE. A COPY OF THE TABLE IS AVAILABLE FROM THE BUILDING INSPECTOR OR ON THE INTERNATIONAL CODE COUNCIL'S WEBSITE AT [WWW.ICCSAFE.ORG](http://WWW.ICCSAFE.ORG). AFTER VALUATION IS DETERMINED, THE FOLLOWING TABLE IS USED TO CALCULATE PERMIT FEES.

**ALL OTHER CONSTRUCTION:** BUILDING VALUATION FOR ANYTHING OTHER THAN NEW CONSTRUCTION IS DETERMINED BY THE REPORTED PROJECTED COST. AFTER VALUATION IS DETERMINED, THE FOLLOWING TABLE IS USED TO CALCULATE PERMIT FEE.

| <b>TOTAL VALUATION</b>       | <b>FEE</b>   |
|------------------------------|--|
| \$1,000.00 AND LESS          | NO FEE (UNLESS INSPECTION REQUIRED PER BUILDING INSPECTOR) IN WHICH CASE A \$40 FEE  |
| \$1001.00 TO \$50,000.00     | \$40.00 FOR THE FIRST \$1001.00 PLUS \$5.00 FOR EACH ADDITIONAL THOUSAND OR FRACTION THEREOF, UP TO AND INCLUDING \$50,000.00      |
| \$50,001.00 TO \$100,000.00  | \$260.00 FOR THE FIRST \$50,001.00 PLUS \$4.00 FOR EACH ADDITIONAL THOUSAND OR FRACTION THEREOF, UP TO AND INCLUDING \$100,000.00  |
| \$100,001.00 TO \$500,000.00 | \$460.00 FOR THE FIRST \$100,001.00 PLUS \$3.00 FOR EACH ADDITIONAL THOUSAND OR FRACTION THEREOF, UP TO AND INCLUDING \$500,000.00 |
| \$500,001.00 AND UP          | \$1,660.00 FOR THE FIRST \$500,001.00 PLUS \$2.00 FOR EACH ADDITIONAL THOUSAND OR FRACTION THEREOF                                 |

| ADDITIONAL                            | FEE   |
|---------------------------------------|---|
| .0005% OF PROJECTED COST              | COMMERCIAL CONSTRUCTION SURCHARGE FOR ALL COMMERCIAL CONSTRUCTION |
| RE-INSPECTION                         | \$40.00- APPLICABLE TO INITIAL INSPECTIONS WHICH DID NOT PASS     |
| RESIDENTIAL PLAN REVIEW <5,000 SF     | \$50.00   |
| RESIDENTIAL PLAN REVIEW =/>5,000 SF   | \$100.00  |
| COMMERCIAL AND INDUSTRIAL PLAN REVIEW | \$100.00  |

**TOTAL FEES DUE:** \_\_\_\_\_

THIS PERMIT BECOMES NULL AND VOID IF AUTHORIZED WORK OR CONSTRUCTION HAS NOT BEGUN WITHIN SIX MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF SIX MONTHS, AT ANY TIME, ONCE WORK IS STARTED. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WHETHER SPECIFIED HEREIN OR NOT. GRANTING A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

SIGNATURE OF CONTRACTOR \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

PERMIT # \_\_\_\_\_

## WATER/SEWER TAPS, POLICIES AND FEE'S

### WATER TAP:

\*THERE WILL BE A MINIMUM CONNECTION FEE OF \$750 OR ACTUAL COST DUE TO THE CITY OF DIAMOND CITY FROM EACH CUSTOMER WHO CONNECTS TO THE PUBLIC WATER SYSTEM.

\*CUSTOMERS ARE REQUIRED TO HAVE A LICENSED PLUMBER TO PERFORM ALL WORK AND INSPECTIONS BEFORE SERVICE LINES ARE BURIED AND USED.

### WATER SERVICE POLICY:

\*NORMAL MAINTENANCE OF WATER METERS AND BOXES WILL BE DONE BY THE CITY'S PUBLIC WORKS DEPARTMENT. NO ONE IS ALLOWED TO TURN OFF/ON THEIR OWN WATER OR TAMPER WITH THE METERS AT ALL.

**\*\*SEE ORDINANCE NO. 07-2021\*\***

\*THE PUBLIC WORKS DEPARTMENT IS THE ONLY ONE WHO CAN HANDLE OUR WATER METER.

\* WE ARE ONLY RESPONSIBLE FOR MAINTENANCE FROM THE METER TO OUR SIDE.

\*ANY MAINTENANCE THAT NEEDS TO BE DONE FROM THE METER TO HOMEOWNERS SIDE, IS THE HOMEOWNERS RESPONSIBILITY.

\*SOMEONE WILL HAVE TO BE THERE AT THE RESIDENCE WHEN INTIAL WATER IS TURNED ON.

**\*\*WATER METER DEPOSIT AND CONNECTION FEE MUST BE PAID BEFORE TAP & SERVICE IS STARTED\*\***

### SEWER TAP:

\*THERE WILL BE A MINIMUM CONNECTION FEE OF \$750 OR ACTUAL COST DUE TO THE CITY OF DIAMOND CITY FROM EACH CUSTOMER WHO CONNECTS TO THE PUBLIC SEWER SYSTEM FOR INSTALLATION OF THE FIRST 300 FEET, OR ACTUAL COST, WHICHEVER IS GREATER. THE EXCEPTION IS THE GRINDER PUMP, CUSTOMER MUST BUY THEIR OWN GRINDER PUMP.

**\*\*CUSTOMERS ARE REQUIRED TO HAVE A LICENSED PLUMBER TO PERFORM ALL WORK AND INSPECTIONS BEFORE SERVICE LINES ARE BURIED AND USED. CUSTOMERS ARE REQUIRED TO HAVE A LICENSED ELECTRICAL CONTRACTOR INSTALL ALL ELECTRICAL WORK FOR GRINDER PUMP & ELECTRICAL PANEL BOXES.**

### SEWER SERVICE POLICY:

\*PUBLIC WORKS DEPARTMENT IS ONLY RESPONSIBLE FOR NORMAL MAINTENANCE OF SEWER MAINS AND IS NOT RESPONSIBLE FOR MAINTENANCE OF HOMEOWNER SERVICE LINES OR ABNORMAL DAMAGES.

**\*\*WATER METER DEPOSIT AND CONNECTION FEE MUST BE PAID BEFORE TAP & SERVICE IS STARTED\*\***

**\*\*ALL FEE'S- TAPS, CONNECTIONS, DEPOSITS AND BUILDING PERMITS MUST BE PAID ALL AT THE SAME TIME\*\***