

CITY OF GUTTENBERG

BUILDING PERMIT APPLICATION

Applicant: _____ Date: _____

Property Owner: _____

Mailing Address: _____

Phone: _____ Cell: _____

I hereby request: Construction Compliance Certificate
 Occupancy Compliance Certificate
 Temporary Portable Storage Container

to: Build
 Alter Buildings or Structures

Property Physical Address: _____

Legal Description of Property: (Lot/Block #) _____

Zoning District: _____

Improvements Proposed (include dimensions) _____

Estimated Cost of Structure(s): \$ _____

Measurements (in feet) from new structure to each property line (not to street/alley):

Front Yard: _____ Right Side Yard: _____

Left Side Yard: _____ Rear Yard: _____

Height of New Structure: _____

Off-Street Parking Spaces: _____ Off-Street Loading: Yes No

Signs ? (include description and image(s) of sign with application: _____

Principal Use: _____

Accessory Use: _____

Other Information: _____

New Utility Connections Required? (circle all that apply) Water Sewer Electric

Incomplete Applications will not be reviewed.

I certify that the above information is true and accurate and that the above construction and use will comply with the City of Guttenberg zoning ordinance in all respects.

Property Owner Signature: _____ Date: _____

It is the applicant's responsibility to be aware of all relevant Guttenberg Zoning Regulations.

This section to be completed by City of Guttenberg Staff

_____ **Special Exception** _____ **Variance Required**

Construction Compliance Certificate: _____ **Denied** _____ **Approved**

FEE: \$ _____

Occupancy Compliance Certificate: _____ **Denied** _____ **Approved**

FEE: \$ _____

Other: _____

Signed: _____

Administrative Officer

Date

CITY OF GUTTENBERG

BUILDING PERMIT FORM INSTRUCTIONS

A Building Permit is required for “anything constructed, erected, or built which requires a more or less permanent location”. When the outside dimensions of a structure are changed (ex. roof pitch change, covering/enclosing a porch or patio, addition, fence) a building permit is required.

Applications for building permits are reviewed as soon as possible. Generally, city staff will contact you within a few days of submitting the permit. Make sure to fill in **all** application blanks. If the question is not applicable to your permit request, put N/A in the space.

ATTACHED DRAWING FORM:

- Provide a “bird’s eye view” of the lot/property lines in relation to the new structure; does not need to be to scale.
- Drawing should include all structures and their distances to property lines.
- Include structure dimensions; must be from eave to eave, not foundations.

SET-BACKS: Distance from property lines to the structure. No structure may be placed in the set-back, with the exception of fences. Set-backs vary by zoning district.

PROPERTY LINES: Curb lines, streets, alleys, sidewalks, and utility poles **do not** determine property lines. **It is your responsibility to know the location of your property pins/lines.**

PERMIT FEES:

Cost of Improvement	Fee
On Site Storage Container	\$25
\$50,000 or less	\$50
\$50,000 - \$100,000	\$100
\$100,001 and above	\$150

COMMENCEMENT OF WORK: Construction must start within six months of date of permit and be finished within 24 months of date of permit.

ZONING MAP AND ZONING CODE: available at: <https://cityofguttenbergia.gov>.

UTILITIES: Verify details and requirements of all required utility connections. It is the property owner’s responsibility for all connections to city’s water, sewer, and electric services from the building/structure to the city’s service mains.

For questions and assistance with filling out the building permit application contact city staff at 563-252-1161

