

## City of Swan Valley

### Building Permit Application

It is the desire of staff to process your request for a sign in a timely manner. Please complete the application in full and provide the requested attachments to prevent any delay. You are encouraged to discuss your application with Staff prior to submittal. Upon completion of a review by staff.		
<b>APPLICANT INFORMATION:</b>		
Representing Company:		
Company Name:	Phone:	
Address:	Fax:	
City:	State:	Zip:
<b>OWNER INFORMATION (IF OTHER THAN APPLICANT)</b>		
Name:	Phone:	
Address:		
City:	State:	Zip:
<b>PROPERTY FOR CONSIDERATION</b>		
Site Address:		
Current Zone:		
Legal Description (i.e. Addition, Division No., Lot, Block):		
Building Size:		
Square Feet of building:		
Front Footage of parcel:		
<b>NATURE OF REQUEST:</b>		
<b>SIGNATURE OF APPLICANT(S):</b>		
		Date:
		Date:
<b>BUILDING PLANS /SKETCH PLAN:</b>		
Please attach a sketch of your building drawings/ proposal/plot plan in the requested format and with the following information:		
<ol style="list-style-type: none"> <li>1. Full set of Engineered drawings for the structure</li> <li>2. Show north arrow and scale at which the plan is drawn ( not to be less than 1"=30')</li> <li>3. Perimeter and dimensions of the entire property including acreage/square footage.</li> <li>4. Names and location of all bordering streets.</li> <li>5. Identify the location of all easements and/or right-of-ways.</li> <li>6. The use, location and dimension of all present and proposed structures and/or additions, including the distance from all structures to the property lines.</li> <li>7. Square footage of all buildings or structures on the property involved.</li> <li>8. Elevation Certificate if property is located in the Flood Plain</li> </ol>		

Office Use Only

Fee: \$	Date:	Received by:
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