



RESIDENTIAL SERVICES PERMIT

PROCESSING FEES

Minor Addition / Accessory Structure (500 SF or Less)	\$60	New Home Construction	\$150
Major Addition / Accessory Structure (500 SF or Greater)	\$90	Interior / Exterior Upfit	\$30
Demolition—Accessory	\$25	Driveway	\$30
Demolition—Residential	\$50		

SUBMITTAL REQUIREMENTS

All residential permit applications may require an As-Built Survey showing the exact shape and dimensions of the lot, any existing structures, future structures, and required setbacks. Provide a brief description of work performed for all applications. For additions and accessory structures a plan submittal is required. Please note any additions 12" or more in elevation shall be shown and comply with setback requirements. HVAC is deemed an accessory structure and shall comply with 5' setback.

TYPE OF APPLICATION

- | | | |
|--|---|---|
| <input type="checkbox"/> New Residential | <input type="checkbox"/> Residential Addition / Deck | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Pools | <input type="checkbox"/> Interior Upfit | <input type="checkbox"/> Exterior Upfit |
| <input type="checkbox"/> Driveway Expansions | <input type="checkbox"/> Accessory Structures / Sheds | <input type="checkbox"/> Other |

NOTES

- * **Residential Pool Construction Mandatory Meeting:** All Permittees shall call the Town's Engineering Department to schedule a preconstruction meeting (Property Owner and Contractor attendance is mandatory) to be held at the Owners' property.
- * If applicable, attach Letter of Intent or description of exterior / interior upfit or accessory apartment.
- * Permits will expire 6 months from the approval date if work has not begun.
- * Accessory Structures are subject to the requirements of UDO Chapter 710 and 1620.030.
- * Removal of trees for demolition permits require staff acknowledgement.
- * Final Inspection may be required. Upon receiving permit contact Union County Building

RESIDENTIAL SERVICES APPLICATION

GENERAL INFORMATION	
Project Address (<i>Street, City, State, Zip</i>)	Parcel # and <i>Subdivision Name</i>
Project Description / Work Scope	Town Zoning District
Proposed Structure or Addition (<i>sq. ft</i>)	Primary Building Footprint (<i>sq. ft</i>)
Total Acres	Proposed Construction Value
PROPOSED SETBACKS: Front_____ Right_____ Left_____ Rear_____	
REQUIRED SETBACKS: Front_____ Right_____ Left_____ Rear_____	
STRUCTURE DIMENSIONS: Height_____ Width_____ Length_____	
PROJECT CONTACT (<i>Applicant</i>)	
Name	Company
Occupation	Address
Phone	Email
Signature	Date
PROPERTY OWNER	
Name	Address
Phone	Email
Explain Nature of Business and Operation Procedures (<i>Letter of Intent</i>) <hr/> <hr/> <hr/> <hr/>	