

**STANLEY COUNTY
BUILDING PERMIT APPLICATION
EACH BUILDING SITE MUST HAVE A SEPARATE SITE PLAN**

Applicant to complete numbered spaces only:

Job Address _____					REC # _____
1. Legal Description	Section	Township	Range	Legal	
2. Owner	Mailing Address		City	Zip	Phone
3. Contractor	Mailing Address		City	Zip	Phone
4. Architect or Designer	Mailing Address		City	Zip	Phone
5. Use of Building					
6. Class of Work (Circle One) NEW ADDITION ALTERATION REPAIR MOVE REMOVE					
7. Describe Work:					
8. Valuation of Work: \$					
SPECIAL CONDITIONS:					

Application Accepted	Site Plans Checked	Approve for Issuance
NOTICE		
THIS PERMIT WILL EXPIRE IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN NINETY (90) DAYS.		
IF WORK OR CONSTRUCTION IS NOT SUBSTANTIALLY COMPLETED WITHIN TWO (2) YEARS OF ISSUANCE, THIS PERMIT WILL EXPIRE.		
I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF 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 or Authorized Agent		Date
Signature of Owner (If Owner Builder)		Date

Permit Fee	
Type of Const.	Storm Water Certification
(Total) Sq. Ft.	No. of Stories
Use Zone	Animal Waste System Certification
No. of Dwelling Units	Off-Street Parking Spaces: Covered Uncovered
FOR COUNTY OFFICIALS USE ONLY – WHEN PROPERLY VALIDATED (IN THIS SPACE) THIS IS YOUR PERMIT	
THE ABOVE APPLICATION IS HEREBY APPROVED	
BUILDING PERMIT NUMBER:	
Zoning Administrator or Authorized Representative Date	

SITE PLAN REQUIREMENTS

A site plan should show both existing and proposed features of the property. This may include site features such as topography, drainage, lot lines and streets; site limitations such as flood plains and wetlands; land use features such as buildings, storage areas, driveways and access from a public right-of-way, parking areas, signs and utilities; and aesthetic features such as landscaping and screening. You may also need to include such aspects as the wastewater treatment area or location of a well. The plan should also show all applicable dimensions.

The plan need not be drafted by a professional draftsman, however, it must be both clear and legible. It must include a north arrow, should be drawn to scale, and must include all applicable features of the property. You should include all the information which would help explain your proposal.

The site plan must be submitted along with the Variance, Rezoning or Conditional Use Permit Application. An inadequately prepared site plan may result in the deferral of the application until an appropriate plan has been completed.

Remember, the plan should answer any of the questions about the proposal. When preparing your site plan make sure that the plan:

- Is drawn to scale
- Includes a north arrow
- Includes property lines
- Shows all dimensions of the lot and structures
- Shows appropriate topography
- Shows site limitations
- Includes all structures (existing and proposed) and setbacks from property lines
- Includes appropriate roads, driveways, or parking areas
- Includes any proposed storage areas
- Shows appropriate utilities or wastewater systems, and;
- Is CLEAR and LEGIBLE!

