

**CITY OF COLLINS**  
**APPLICATION FOR BUILDING/ZONING PERMIT**

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ RESIDENTIAL **OR** COMMERCIAL

LEGAL DESCRIPTION OF PROPERTY \_\_\_\_\_

EXISTING BUILDINGS OR STRUCTURES ON PROPERTY \_\_\_\_\_

LOT SIZE \_\_\_\_\_ X \_\_\_\_\_ LOT SQ. FT. \_\_\_\_\_

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**\*\$25.00 Permits**

Deck \_\_\_\_\_ Fence \_\_\_\_\_ Height \_\_\_\_\_

**\*\$50.00 Permits**

Addition \_\_\_\_\_ Dwelling \_\_\_\_\_ Garage \_\_\_\_\_ Shed \_\_\_\_\_

Type of Material/Frame: Chain Link \_\_\_\_\_ Masonry \_\_\_\_\_ Steel \_\_\_\_\_ Wood \_\_\_\_\_

Type of Heating: Electric \_\_\_\_\_ Natural Gas \_\_\_\_\_ Propane \_\_\_\_\_ Other \_\_\_\_\_

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**FURTHER INFORMATION**

Front Yard Width \_\_\_\_\_ Side Yard Width \_\_\_\_\_ Rear Yard Width \_\_\_\_\_

Use \_\_\_\_\_ Estimated Cost of Improvement \$ \_\_\_\_\_

Construction Begin Date \_\_\_\_\_ Completion Date \_\_\_\_\_

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**\*\* A DRAWING with LOCATION & DIMENSIONS shall accompany this application, to be considered for approval.**

**\*\* ALL applications MUST BE SUBMITTED TO THE CITY CLERK ONE WEEK PRIOR TO THE NEXT MEETING, to be added to the agenda.**

**\*\* An onsite visit from the PWD and at least ONE COUNCIL MEMBER will be conducted to review the design/layout the week of the council meeting. Applicant can be but is not required to be present for this visit.**

**\*\* A SURVEY WILL BE REQUIRED IF PROPERTY LINES ARE NOT KNOWN OR IF THE PROPERTY PINS ARE NOT CLEARLY MARKED.**

**\*\* Applicant's presence is requested, at the council meeting, to answer any questions. The applicant certifies that the above information is true that the construction will comply with the zoning ordinances in all aspects. Request a copy of the ordinance that corresponds with your request, if you are not sure of the city requirements. Building/Zoning permits **EXPIRE TWO (2) YEARS AFTER THE DATE OF APPROVAL**, if work is begun within 180 DAYS (6 MONTHS) of issuance. After 180 DAYS (6 MONTHS), if no substantial construction/changes have begun, an extension may be requested **IN WRITING** and presented for approval to the city council.**

Applicant: \_\_\_\_\_

Contractor: \_\_\_\_\_ Contractor Phone #: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

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The Building Permit is Approved {\_\_\_} Denied {\_\_\_}

Permit Fee Paid {\_\_\_}

Administrator/City Clerk \_\_\_\_\_

Date \_\_\_\_\_

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