

**CITY OF COLLINS
APPLICATION FOR BUILDING PERMIT**

APPLICANT _____ DATE _____

ADDRESS _____ PHONE _____

EMAIL ADDRESS _____

PROPERTY IS- (CIRCLE ONE) RESIDENTIAL OR COMMERCIAL

LEGAL DESCRIPTION OF PROPERTY _____

EXISTING BUILDINGS OR STRUCTURES ON PROPERTY _____

LOT SIZE _____ X _____ LOT SQ. FT. _____

DO YOU KNOW WHERE YOUR LOT PINS ARE LOCATED?

YES _____ NO _____

HAVE THE PINS BEEN VERIFIED BY A CITY EMPLOYEE?

YES _____ NO _____

**A SURVEY MAY BE REQUIRED IF PROPERTY LINES ARE NOT KNOWN OR IF THE
PROPERTY PINS ARE NOT CLEARLY MARKED BEFORE APPROVAL IS GRANTED AND
WORK BEGINS**

***\$25.00 Permits**

Deck _____ **Size** _____

Location (Front/Back/Side) _____

Material _____ (Wood, Composite, Etc)

Fence _____ **Height** _____ (Chain Link, Wood, Composite, Other/Specify)

***\$50.00 Permits**

Addition _____ **Dwelling** _____ **Garage** _____ **Shed** _____

Type of Material/Frame: Masonry _____ Steel _____ Wood _____

Type of Heating: Electric _____ Natural Gas _____ Propane _____ Other _____

Front Yard Width _____ **Side Yard Width** _____

Rear Yard Width _____ **Use** _____

Estimated Cost of Improvement \$ _____

Construction Begin Date _____ **Completion Date** _____

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A **COMPLETE DRAWING** with the following shall accompany this application, to be considered for approval:

- 1. ADDRESS AND STREET HAS TO BE ON THE DIAGRAM**
- 2. DIMENSIONS OF PROPERTY**
- 3. DIMENSIONS OF STRUCTURE TO BE BUILT**
- 4. SHOW ALL EXISTING STRUCTURES ON PROPERTY**
- 5. SET BACKS LABELED ON DESIGN FROM LOT LINE TO STRUCTURE BEING BUILT (OBTAIN A COPY OF THE SECTION OF ORDINANCE, IF NEEDED)**

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

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 permits EXPIRE TWO (2) YEARS AFTER THE DATE OF APPROVAL.**
- **Work has to begin 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.**
- **Ordinances are also found on the City Website under the GOVERNMENT Tab:**
- **cityofcollins.municipalimpact.com**

Contractor: _____ Contractor Phone #: _____

Contractor Address: _____

Applicant's Signature: _____

The Building Permit is Approved {____} Denied {____}

Administrator/City Clerk _____

Permit Fee Paid {____} Date _____
