

**CITY OF HIGHLAND BUILDING & ZONING**  
**2610 PLAZA DRIVE (618) 654-7115 FAX (618) 654-5570**  
**APPLICATION FOR BUILDING PERMIT and PLAN EXAMINATION**

**APPLICATION INSTRUCTIONS FOR ALL APPLICANTS:**

**COMPLETE PARTS 1,2,3,4,5 AND 10 OF THIS FORM. IF ELECTRICAL WORK, ALSO COMPLETE PART 6. IF PLUMBING WORK, ALSO COMPLETE PART 7. IF MECHANICAL WORK, ALSO COMPLETE PART 8. FOR OTHER PERMITS, ALSO COMPLETE PART 9. PARTS 11-15 ARE FOR DEPARTMENTAL USE ONLY.**

APPLICATION DATE _____	Official Use Only. DATE IN: _____
IS THE OWNER THE APPLICANT Y / N _____	Outside Plan Review (Y/N) _____
<b>TYPE PERMIT:</b>	TIME IN: _____
__ BUILDING __ PLUMBING __ ELECTRICAL	Permit Number _____
__ FENCE __ SWIMMING POOL __ DECK __ MECHANICAL __ ROOF	
__ ENVIRONMENTAL __ SIGN __ MOBILE HOME __ ACCESSORY BUILDING	
__ HOUSE MOVING __ MISCELLANEOUS __ DEMOLITION __ OTHER	

**PART 1 - PROPERTY INFORMATION**

Street Address _____	Apartment _____
Property Tax Parcel I.D. # _____	
Subdivision Name _____	Lot # _____ Current Zoning _____

**PART 2 - OWNER INFORMATION**

First Name _____	Last Name _____
Business Name _____	
Street Address _____	City _____ State _____ Zipcode _____
Mailing Address _____	City _____ State _____ Zipcode _____
Phone _____	Alternate Phone _____

**PART 3 - CONTRACTOR INFORMATION**

	Name of Contractor	Street Address	City	State	Zipcode	Phone	License#
Applicant (Not Owner)	_____	_____	_____	_____	_____	_____	_____
Architect/Engineer	_____	_____	_____	_____	_____	_____	_____
General Contractor	_____	_____	_____	_____	_____	_____	_____
Excavator	_____	_____	_____	_____	_____	_____	_____
Concrete	_____	_____	_____	_____	_____	_____	_____
Carpentry	_____	_____	_____	_____	_____	_____	_____
Electrician	_____	_____	_____	_____	_____	_____	_____
Plumber	_____	_____	_____	_____	_____	_____	_____
Sewer	_____	_____	_____	_____	_____	_____	_____
Mechanical	_____	_____	_____	_____	_____	_____	_____
Roofer	_____	_____	_____	_____	_____	_____	_____
Masonry	_____	_____	_____	_____	_____	_____	_____
Drywaller/Plasterer	_____	_____	_____	_____	_____	_____	_____
Sprinkler	_____	_____	_____	_____	_____	_____	_____
Paving	_____	_____	_____	_____	_____	_____	_____
Fire Alarm	_____	_____	_____	_____	_____	_____	_____
Landscaper	_____	_____	_____	_____	_____	_____	_____
Flatwork	_____	_____	_____	_____	_____	_____	_____

**PART 4 - CERTIFICATION**

I HEREBY CERTIFY THAT I AM THE OWNER OF RECORD OF THE NAMED PROPERTY, OR THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT. I AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THIS JURISDICTION. IF A PERMIT FOR WORK DESCRIBED IN THIS APPLICATION IS ISSUED, I CERTIFY THAT THE CODE OFFICIAL OR THE CODE OFFICIAL'S AUTHORIZED REPRESENTATIVES SHALL HAVE THE AUTHORITY TO ENTER AREAS COVERED BY SUCH PERMIT AT ANY REASONABLE HOUR TO ENFORCE THE PROVISIONS OF THE CODE(S) APPLICABLE TO SUCH PERMIT.

SIGNATURE OF APPLICANT /OWNER	ADDRESS	PHONE NO.
RESPONSIBLE PERSON IN CHARGE OF WORK(TITLE)	PHONE NO.	ALT. PHONE NO.



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**PART 10 - SITE PLAN**

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SCALE \_\_\_\_\_ Inches = \_\_\_\_\_ Feet

**FOR DEPT. USE ONLY                      PART 11 - DATA ENTRY**

APPLICATION REVIEWED:(Date) \_\_\_\_\_ BY: \_\_\_\_\_

Review needed by other Departments:    Yes            No

Electric                                      Police                                      EMS                                      Street and Alley

Water and Sewer                              Fire                                      Parks and Recreation                              City Hall

**PART 12 - FLOOD PLAIN REVIEW**

Flood Map No.                                      Effective Date:                                      Lowest Floor Level

Flood Zone    Base Flood Elevation

**PART 13 - ZONING PLAN REVIEW**

Zoning District    Map No.

Lot Area (from Part 5)    Lot Coverage (%)

Lot Area Per Unit    Easements

Off Street Parking Space (Required)    Number Provided

Loading Space

Signs (Number)    Size

Type    Location

PLAN COMMISSION APPROVAL REQUIRED                                      YES                                      NO

ZONING BOARD OF APPEALS APPROVAL REQUIRED                                      YES                                      NO

**PART 14 - APPLICATION REVIEW NOTES**

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**PART 15 - FEES**

	Date	Permit No.	Fee Amount
BUILDING PERMIT FEE			
ELECTRICAL PERMIT (INSPECTION) FEE			
PLUMBING PERMIT (INSPECTION) FEE			
MECHANICAL PERMIT (INSPECTION) FEE			
SIGN PERMIT FEE			
POOL PERMIT FEE			
FENCE PERMIT FEE			
ELECTRICAL CONNECTION FEE			
SEWER CONNECTION FEE			
WATER CONNECTION FEE			
CERTIFICATE OF OCCUPANCY FEE			
PLAN REVIEW FEE			
OTHER FEES			
<b>TOTAL FEES</b>			(60) _____

PREPARED BY: \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ TITLE \_\_\_\_\_