

**INSTRUCTIONS FOR COMPLETING
PRE-APPLICATION FORM FOR BUILDING PERMITS
CITY OF BROWN CITY**

**COMMERCIAL II
(New Construction)**

1. Complete Pre-Application Form for Building Permits as follows:
 - a. Page 1:
 - 1) Name, address and phone number of property OWNER (please print).
 - 2) List exact location of new building construction.
 - 3) Please complete information in Contractor's Box.
 - 4) Check appropriate blocks in Sections A through K.
 - b. Page 2:
 - 1) Section VI: Complete entire section. Sign (twice) and date.
 - 2) Complete Section B.
 - c. Page 3: Not required.
2. Return completed form **with five (5) copies of your architect or engineer stamped building and site plans** to City Hall. Required information is detailed in the Brown City Land Usage Ordinance.
 - a. **NOTE 1: There will be a fee for City Engineer evaluation for all site plans of \$250 for two acres or less; and \$250 plus \$65 per hour for more than two acres.**
 - b. **NOTE 2: There will be a public hearing advertisement fee if your proposed building requires a zoning variance.**
3. The City of Brown City Planning Commission will review the application form and building and site plans. They will then recommend to the City Council's Buildings and Grounds Committee either approval or non-approval of this permit. The Planning Commission meets the first Thursday of each month. You are not required to attend this meeting, but it is strongly recommended that you do so.
4. The Buildings and Grounds Committee will review the application and conduct an inspection of the property where the work is to be completed. They will then recommend to the City Council either approval or non-approval of this permit.
5. The City Council will vote on your application at the next scheduled City Council meeting. You are not required to attend this meeting, but should do so.
6. If approved by the City Council, collect your approved permit the next day from City Hall.
7. Take completed form to the Construction and Land Use Office in Room 210 of the County Courthouse in Sandusky. You will be required to post a performance bond in addition to the cost of required county building permit(s).
8. Begin your project!

I have read and understand the above instructions, and will comply with these requirements.

Signature and Date