

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

**COMMERCIAL I
(MODIFICATIONS TO EXISTING STRUCTURES)**

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) If using a LICENSED CONTRATOR, please complete information in Contractor's Box.
 - 4) Check appropriate blocks in Sections A through L.
 - 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 2 copies of your architect or engineer stamped building plans** to City Hall. Required information is detailed in the Brown City Land Usage Ordinance. **NOTE: 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 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 may do so.
6. If approved by the City Council, collect your approved permit application 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