

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

**RESIDENTIAL II
(Major Repair or Modification – New Roof, Addition, etc.)**

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 construction/improvement/modification.
 - 3) If using a LICENSED CONTRATOR, please complete information in Contractor's Box.
 - 4) Check appropriate blocks in Sections A, B, C, D, E, F, J and L.
 - b. Page 2:
 - 1) Section VI: Complete entire section. Sign (twice) and date.
 - 2) If building plans were designed/evaluated by an architect or engineer, complete Section B.
 - c. Page 3: Complete diagram only.
2. Return completed form to City Hall. Some construction, such as an addition, may require submission of building and site plans. **NOTE: There will be a public hearing advertisement fee if your proposed building requires a zoning variance.**
3. 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.
4. 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.
5. If approved by the City Council, collect your approved permit from City Hall.
6. 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).
7. Begin your project!

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

Signature and Date