

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

**RESIDENTIAL I
(Siding, Driveway Sealing, and Shingles (single layer))**

1. Complete Pre-Application Form for Building Permits as follows:
 - a. Page 1:
 - 1) Name, address and phone number of OWNER (please print).
 - 2) List 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 and E.
 - b. Page 2:
 - 1) Section VI: Sign and date.
2. Return completed form to City Hall.
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. There is no fee unless a zoning variance is required.
7. Begin your project!

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

Signature and Date