

Driveway Application Package

BUILDING DIVISION



GENERAL REQUIREMENTS

A permit is required to install a new driveway or to replace or enlarge an existing driveway. Include with your permit application the following additional information:

- A plot plan showing the location of the driveway indicating length and width dimensions.
- The type of material being used (asphalt or concrete).
- Name of contractor, if applicable. Note: All contractors must be registered with the City.

REVIEW PROCESS

Allow at least three weeks for processing of your application. In addition to Building Division review, the Engineering Division will review for any easements or impediments to drainage. The applicant will be notified when plan review is complete and the permit is ready for pick up.

SPECIFICATIONS

- A driveway may be constructed up to the property line, but it must slope toward the interior of the applicant's property and not direct storm water to run onto neighboring properties.
- When replacing existing driveways, the new driveway must extend to the street pavement (or curb).
- For concrete drives, a minimum 4-inch base of compacted gravel is required.
 - The gravel should be no larger than 2 inches in diameter or other approved material.
 - The compacted gravel should be clear of grass, dirt, debris and other detritus.
- Concrete aprons are required to have a 6-inch depth from the curb through the right-of-way.
- A 1-inch-thick expansion joint is required between the driveway and the street. A single thickness of expansion joint is also required at the garage, sidewalk and between two adjacent driveways.
- Wire mesh is not required; however, wire mesh or fiber reinforcing is recommended.
- Asphalt drives require a 2-inch surface course and 6 inches of compacted base.
- No recycled stone may be used in the city right-of-way.

FEES AND INSPECTIONS

- See fees listed on Residential Building Permit Fees page (website or handout).
- A minimum 24-hour notice is required to schedule inspections.
- An inspection will be required after forms are set and the base is compacted before pouring concrete.
- After the forms are removed and backfill has been placed a final inspection is required.

Residential Application for Plan Approval

BUILDING DIVISION



GENERAL INFORMATION

Construction site address

Permanent parcel number

Contractor

Contractor address

Contractor phone

Contractor email

Property owner

Property owner address

Property owner phone

Property owner email

NEW CONSTRUCTION

DWELLING TYPE: ☐ Single Family ☐ Two Family Energy Code Compliance Method: _____

SQUARE FOOTAGE: Fin. Basement: _____ 1st Fl: _____
2nd Fl: _____ Total: _____

GARAGE: ☐ Attached Garage ☐ Detached Garage ☐ Storage Building
Size: Width: _____ Depth: _____ Sq ft: _____

SUBDIVISION: Sublot #: _____ Subdivision Name: _____
Zoning Dist.: _____ Water Permit #: _____

ADDITIONS & ALTERATIONS

Year Dwelling Built: _____ Additional Sq Ft: _____

☐ Dwelling Addition ☐ Garage Addition ☐ Storage Building Addition
☐ Kitchen Remodel ☐ Basement Remodel ☐ Other: _____

GENERAL PERMITS

☐ Re-Siding ☐ Re-Roofing ☐ Fire Damage Repair ☐ 2nd Water Meter
☐ Demolition ☐ Above Ground Pool ☐ In Ground Pool ☐ Lawn Sprinkler
☐ Gazebo ☐ Other: _____
☐ Fence Style: _____ Height: _____ Length: _____
☐ Deck Size: _____ Sq Ft: _____

SUBCONTRACTORS

All contractors performing work related to this permit must be registered and approved by the Building Division for the current year.

SUBTRADE

CONTRACTOR NAME

Masonry _____
Carpentry _____
Plumbing _____
Electrical _____
HVAC _____
Drywall _____
Excavator _____
Pool Erector _____
Landscaper _____
Other _____

PERMIT FEES

To be calculated by Building Div.

PERMIT: _____

STATE 1%: _____

ADMIN: _____

TOTAL: _____

Residential Application for Plan Approval

BUILDING DIVISION



HVAC

Furnace: <input type="checkbox"/> New <input type="checkbox"/> Replacement Furnace Capacity: _____ BTU's Furnace Fuel Type: <input type="checkbox"/> Natural Gas <input type="checkbox"/> L.P. Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other: _____ Ductwork Type: _____	A/C: <input type="checkbox"/> New <input type="checkbox"/> Replacement A/C Capacity: _____ Tons Condensing Unit Location: <input type="checkbox"/> Rear yard <input type="checkbox"/> Left side yard <input type="checkbox"/> Right side yard	Fireplace: <input type="checkbox"/> New <input type="checkbox"/> Replacement Fuel Type: <input type="checkbox"/> Natural Gas <input type="checkbox"/> L.P. Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other: _____
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Gas Meter Location: ☐ Front yard ☐ Rear yard ☐ Left side yard ☐ Right side yard

PLUMBING

☐ New ☐ Alteration ☐ Replacement ☐ Service Line

Water Distribution System: ☐ Copper ☐ Pex ☐ PVC / CPVC

Indicate fixture count below:

# of Sinks	
# of Toilets	
# of Tubs/Showers	
# of water connected appliances	

Building Main Drain size: _____
 Building Water Service size: _____
 Water Heater Fuel Type: ☐ Natural Gas ☐ L.P. Gas
☐ Electric ☐ Other: _____
 Water Heater Capacity: _____ BTUs

ELECTRICAL

☐ New ☐ Alteration/Addition ☐ Service Change

Grounding Electrodes to be used: ☐ Ground Rod s ☐ CEE/UFER ☐ Water line Service Amps: _____

Indicate load wattages & amperages for each item applicable below:

First 10,000VA at 100% remainder at 40%. Small appliance and laundry circuit loads 1500VA. Stationary appliance minimum 5000VA.

Description of Equipment	# of Units	Equipment Loads	Description of Equipment	# of Units	Equipment Loads
(Ex. Oven, Clothes Dryer, Furnace, AC etc...)	(Ex.1)	(Ex. 12000VA)			

Total Load Calculation: wattage divided by 240 =

Additional information may be required for final approval of electrical systems.

The following information must be clearly identified on the construction drawings: furnace location, water heater location, vent termination for dryer, furnace & water heater, water meter location.

Est. Cost of Construction: _____ Sidewalk Ordinance Received Date: _____

Property Owner's Signature: _____ Date _____

Applicant's Signature: _____ Date _____

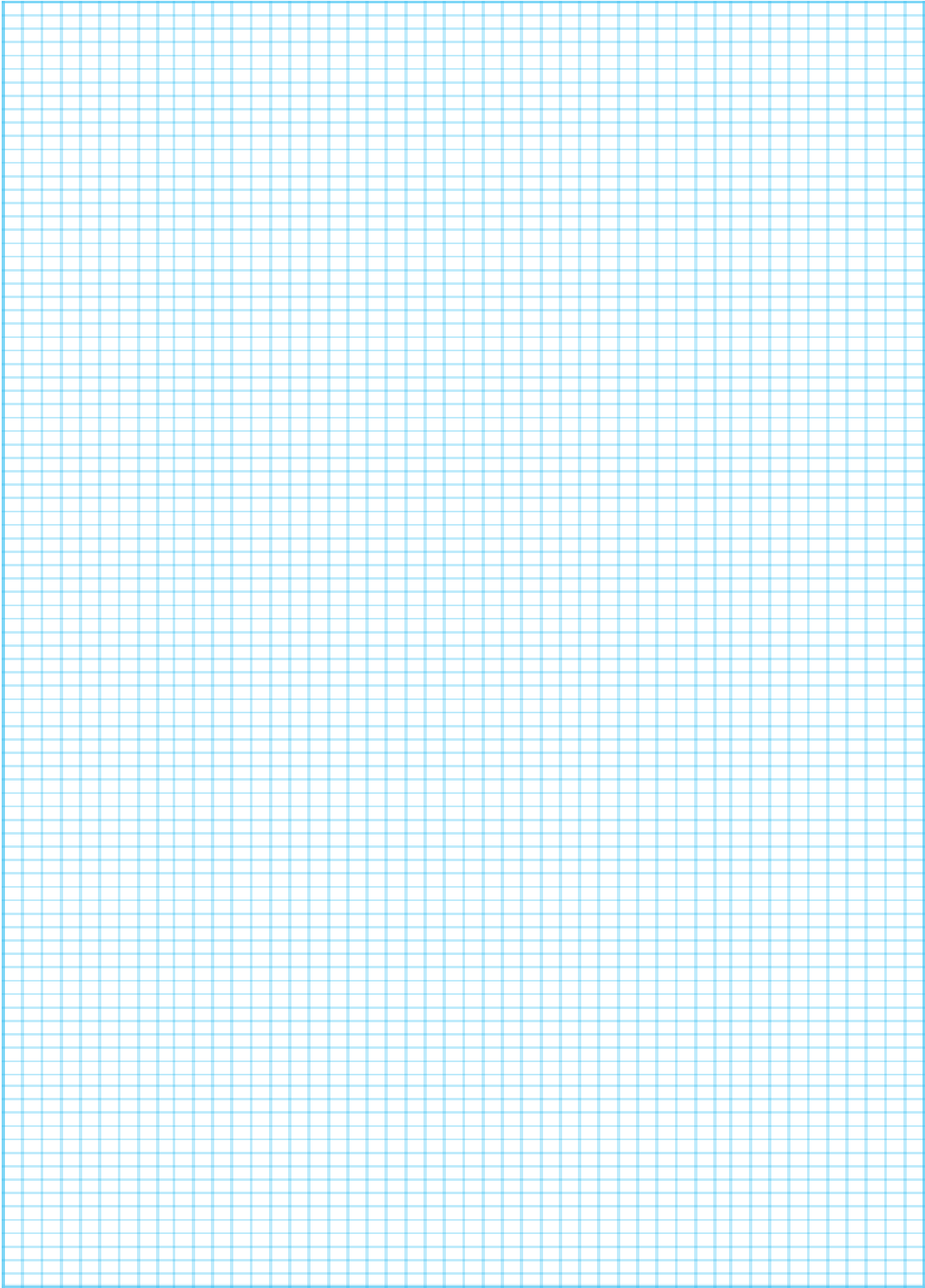
APPLICATION AUTHORIZATION

Building Division Approval

Date

DRIVEWAY PLOT PLAN

Draw proposed driveway layout here, outlining the general shape of your home and property.



Please
provide
dimensions
in feet.

Driveway total
dimensions:

**Instructions for
drawing plot
plans:**

- Give a rough outline of your property.
- Similarly outline the shape of your home, driveway and any accessory structures.
- Show any easements on your property.
- Shade-in, highlight or otherwise indicate new work.