



PERMIT APPLICATION

Master Permit No. _____
 Subsidiary Permit No. _____

INSTRUCTIONS - The following steps must be taken to obtain a permit from the Village of Pinecrest:

- Step 1.** Complete the attached permit application which must be signed by the property owner and qualifier. Both signatures must be notarized. Please print or type to allow for a more accurate processing of your application. If roofing work will be done, a roofing permit application must be submitted along with this permit application. Express Permits must be submitted between 8:00 a.m. and 10:00 a.m. All other permits/plans must be dropped off by 2:00 p.m. and may take up to 30 working days to be processed.
- Step 2.** Submit the completed application with all necessary documents to the Building and Planning Department for processing. During the processing of your application, you may be asked to submit additional information.

APPLICATION

Job Address: _____ Address _____ Apt. _____ City _____ State _____ Zip _____

Folio Number _____ Description of Work _____

Lot _____ Block _____ Zoning _____ Linear Feet _____

Subdivision _____ PB _____ PG _____ Square Feet _____ Units _____ Floors _____

Current Use of Property _____ Value of Work _____ Bldg Value _____

Proposed Use of Property _____ Tax Assessed/Appraised Value _____

Tenant Information _____ Flood Zone _____ Base Floor Elev. _____

Mall Unit Number _____

PERMIT TYPE (✓)
Building
Electrical
Mechanical
Plumbing
LPGX
Roofing
Fence
Other _____

PERMIT CHANGE (✓)
Chg. Contractor
Renewal
Revision
Extension
Supplement
Reinspection

TYPE OF IMPROVEMENT (✓)	Enclosure
New Construction	Repair
Alteration Exterior	Demolish
Alteration Interior	Shell Only
Relocation of Structure	Add'l Attachment
Foundation Only	Add'l Detachment
Other _____	
Other _____	

ARCHITECT

Name
License No.
Address
Telephone
Fax

ENGINEER

Name
License No.
Address
Telephone
Fax

PROPERTY OWNER

Name
Address
Home Telephone
Business Telephone
Fax

CONTRACTOR

Company Name
License No.
Address
Telephone
Fax
Qualifier Name