

Application No.: \_\_\_\_\_ Date Issued: \_\_\_\_\_

**CITY OF GROVE  
COMMERCIAL BUILDING PERMIT  
APPLICATION**

Applicant Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Property Owner: \_\_\_\_\_

(name) (address) (phone)

\* Legal description of property or subdivision: \_\_\_\_\_

Lot: \_\_\_\_ Block \_\_\_\_

**Contractor Name**

**Business Name**

**Phone No.**

General: \_\_\_\_\_

Electric: \_\_\_\_\_

Plumbing: \_\_\_\_\_

Mechanical: \_\_\_\_\_

**TYPE OF WORK:** New Construction \_\_\_\_ Addition \_\_\_\_ Shell only \_\_\_\_\_

Remodel/Alteration \_\_\_\_ Demo \_\_\_\_ Interior Finish \_\_\_\_\_ Other \_\_\_\_\_

Description of Work (please be specific): \_\_\_\_\_

Valuation of Work: \$ \_\_\_\_\_ Business: New \_\_\_\_\_ Existing \_\_\_\_\_

Gas Required: Yes \_\_\_\_\_ No \_\_\_\_\_ Fire Sprinkled: Yes \_\_\_\_\_ No \_\_\_\_\_

Fire Alarms: Yes \_\_\_\_\_ No \_\_\_\_\_ # Of Fireplaces: \_\_\_\_ Metal \_\_\_\_ Masonry \_\_\_\_

A/C ton's: \_\_\_\_\_ Heaters qty.: \_\_\_\_\_ Sanitary Sewer Backflow Prevention Device \_\_\_\_\_

Electrical (size of service): \_\_\_\_\_ Electrical Service Disconnect: \_\_\_\_\_

Other Electrical: \_\_\_\_\_ Right-of-way Permit: \_\_\_\_\_

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Exterior Finish: Brick \_\_\_\_\_ EIFS \_\_\_\_\_ Stucco \_\_\_\_\_ Siding \_\_\_\_\_ Other \_\_\_\_\_

Specify Floor Plan # \_\_\_\_\_ Floor plan options: \_\_\_\_\_

Square Footage: First Floor \_\_\_\_\_ Second Floor \_\_\_\_\_

Outside Covered Area \_\_\_\_\_ Total \_\_\_\_\_ Total under Roof \_\_\_\_\_

An issued permit becomes invalid if the work on the site authorized by the permit does not commence within 180 days of issuance, or if the work on the site is incomplete due to suspension or abandonment 180 days after the work commenced. **All permits require final inspection.**

### **BUILDING PERMIT REQUIREMENTS**

1. It shall be unlawful to commence the construction or the excavation for the construction of any building or structure, including accessory buildings, or to commence the moving or alteration of any building, including accessory buildings, until the Building Inspector has issued a building permit for such work. No such building permit shall be issued for any building where said construction, moving, alteration or use thereof would be in violation of any provisions of these regulations.

2. Fees The application fee for a building permit in the City of Grove shall be established by the City Council and is subject to revisions by Council.

3. Expiration of the Building Permit If the work described in a building permit has not begun within 180 days of issuance, or if the work on the site is incomplete due to suspension or abandonment 180 days after the work commenced said permit shall expire and be cancelled by the building Inspector, and written notice thereof shall be given to the persons affected.

4. Application There shall be submitted with each application for a building permit two copies of a layout or plot plan drawn to scale, showing the actual shape and dimensions of the lot to be built upon, the exact size and location on the lot of any existing buildings or structures, if any and the size and location of the building or structure to be constructed, altered or moved. The application shall also state the existing or intended use of each such building or part of the building and supply such other information with regard to the lot and neighboring lots that may be necessary to determine compliance with and provide for the enforcement of these regulations. One copy of the plans shall be returned to the applicant by the Building Inspector, after he shall have marked such copy either as approved or disapproved and attest to same by his signature on such copy. The second copy of the plans similarly marked, shall be retained by the Building Inspector. The application for a building permit shall be made by the owner of the property concerned or certified agent thereof.

The following is a general outline of drawings and documents necessary for plan review (Building Inspection may request additional information if necessary). Two (2) copies of complete set of construction documents are required for Master records.

- |                                    |           |          |
|------------------------------------|-----------|----------|
| 1. Floor plans. Attached:          | Yes _____ | No _____ |
| 2. Roof plan. Attached:            | Yes _____ | No _____ |
| 3. Exterior elevations. Attached:  | Yes _____ | No _____ |
| 4. Construction details. Attached: | Yes _____ | No _____ |

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- 5. Electrical plan attached: Yes \_\_\_\_\_ No \_\_\_\_\_  
*(may be combined with floor plan)*
- 6. Foundation/Slab plan. Attached: Yes \_\_\_\_\_ No \_\_\_\_\_  
Engineered foundation plan and details with legal descriptions. (When applicable).  
Engineering letter for foundation design is required. This letter should include legal address, plan number and a statement that the foundation has been designed specifically for soils conditions of listed lot. (When applicable).
- 7. Second floor framing plan attached: Yes \_\_\_\_\_ No \_\_\_\_\_  
*(when applicable)*
- 8. Truss Plans. Attached: Yes \_\_\_\_\_ No \_\_\_\_\_  
*(when applicable)*
- 9. Site plan. Attached: Yes \_\_\_\_\_ No \_\_\_\_\_  
*Must include all dimensions for building line, property line, etc. (Scale: 1"=20'-0").*
- 10. Plat or survey of property. Attached :Yes \_\_\_\_\_ No \_\_\_\_\_  
*Must show existing buildings at their exact locations including dimensions and square footage.*
- 11. Driveway Right-of-Way Permit Yes \_\_\_\_\_ No \_\_\_\_\_

Documents indicating lot size, easements, building setbacks and existing buildings must be provided for staff review. The specific size and location of the proposed structure and existing structures are critical factors in determining compliance with zoning and building codes and subsequently the issuance of a building permit.

Certain types of business or production require special inspections by the Health Department and Fire Department. Please indicate by placing an X on the appropriate line with regard to your business, production, use, by-products produced.

**FIRE DEPT. PLAN REVIEW**

**HEALTH INSPECTIONS**

**FIRE DEPT. PLAN REVIEW & HEALTH INSPECTIONS**

- \_\_\_ Compressed Gases
- \_\_\_ Dust producing equipment
- \_\_\_ Explosives/Ammunition
- \_\_\_ Fire Alarm System \*
- \_\_\_ Fire Sprinkler System\*
- \_\_\_ Fireworks
- \_\_\_ Flammable liquid  
Quantity exceeding 240 gallons
- \_\_\_ Fumigation
- \_\_\_ High piled storage  
bales or loose combustible fibers,  
commodity stored above 12' high,  
or pallet storage over 5' high
- \_\_\_ Liquid Nitrogen/Cryogenic  
Tanks
- \_\_\_ Liquid Propane Gas
- \_\_\_ Metal Plating
- \_\_\_ Painting  
w/flammable materials
- \_\_\_ Permanent Welding Sites
- \_\_\_ Smoke Control/Stair

- \_\_\_ Alcoholic Beverages
- \_\_\_ Carpet Cleaning operations
- \_\_\_ Automobile washes
- \_\_\_ Electronic Assemblies
- \_\_\_ Gold platers
- \_\_\_ Jewelry fabrication/repair
- \_\_\_ Landscape/Nurseries
- \_\_\_ Machine Shop
- \_\_\_ Metal forming
- \_\_\_ Outside/Open Storage  
of tire equipment materials or commodities
- \_\_\_ Pesticide formulations
- \_\_\_ Photo Processing
- \_\_\_ Plastic extrusions
- \_\_\_ Power Wash systems
- \_\_\_ Restoration systems
- \_\_\_ Towers/Cooling systems
- \_\_\_ Transmission Shops
- \_\_\_ X-Ray Processes

- \_\_\_ Body Shops
- \_\_\_ Circuit Boards
- \_\_\_ Dry Cleaning  
with flammable solvents
- \_\_\_ Electro Plater
- \_\_\_ Fiberglass
- \_\_\_ Food/Beverage  
alcoholic or non-alcoholic  
processing storage  
(Type I Hood)
- \_\_\_ Auto Repair Shops
- \_\_\_ Industries
- \_\_\_ Print Shops
- \_\_\_ Mfg/Research  
of semi-conductors
- \_\_\_ Poisonous or  
Hazardous Chemicals/  
Acids exceeding 500 lbs. or  
500 gal.
- \_\_\_ Reclaiming Waste  
Materials

\*Requires Fire Inspections

Plans for items listed under Fire Department Plan Review column shall be submitted directly to the Grove Fire Department.

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After close review of this application, I further certify that the information provided is true and correct to the best of my knowledge. The work shall comply with all provisions of laws and ordinances, whether specified or not. The grant of a permit does not presume to give authority to violate or cancel the provisions of any federal, state, or local law regulating construction or the performance of construction.

I hereby certify that I am an authorized agent of the owner, and have the owner's consent to enter onto the property to complete the work. I certify that I have obtained the required licenses to perform work within the City of Grove corporate limits.

**Signature of General Contractor:** \_\_\_\_\_ Date: \_\_\_\_\_

**Signature of Electrical Contractor:** \_\_\_\_\_ Date: \_\_\_\_\_

**Signature of Plumbing Contractor:** \_\_\_\_\_ Date: \_\_\_\_\_

**Signature of Mechanical Contractor:** \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand that the attached information is general in nature and not all inclusive of the adopted code regulations applying to this project.

I understand per Section 8-3 of the City of Grove Zoning Ordinances, prior to use of a building or structure, a Certificate of Occupancy must be issued by the Building Inspector stating that the building or proposed use complies with the provisions of the City Code of Ordinances and the Zoning Ordinances.

**Signature of Applicant:** \_\_\_\_\_ Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(please print)

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\*\*\*\*\*

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**PERMIT REVIEW**  
**(Office use only)**

**FLOODPLAIN**

Is the proposed structure in a known floodplain? Y / N (Circle One)

If yes which zone is it in A AE X

FIRM Panel Number \_\_\_\_\_

See attached map for specific location

Notes: If the proposed structure is located in a know floodplain no permit will be issued without the appropriate documents.

Prepared By: \_\_\_\_\_

Approved By: \_\_\_\_\_

**GENERAL CONSTRUCTION**

Type of Construction: \_\_\_\_\_ Occupancy Group: \_\_\_\_\_

Zoning: \_\_\_\_\_ Permitted Use in Zoned District: Yes \_\_\_\_\_ No \_\_\_\_\_

Legal & Dimensions match plat: Yes \_\_\_\_\_ No \_\_\_\_\_

Easements clean & shown: Yes \_\_\_\_\_ No \_\_\_\_\_

Front lot line setback \_\_\_\_\_ Side lot-line setback: Left \_\_\_\_\_ Right \_\_\_\_\_

Rear lot-line setback \_\_\_\_\_ Height of structure \_\_\_\_\_

Lot sq. ft. \_\_\_\_\_ Main Commercial Structure \_\_\_\_\_%

Other structure(s) lot coverage \_\_\_\_\_%

Total Lot coverage \_\_\_\_\_%

*(Total lot coverage shall not exceed Maximum Lot coverage of per Zoning Ordinance. including all structures)*

Control Joints \_\_\_\_\_ Horizontal Joints \_\_\_\_\_ Engineered Frame \_\_\_\_\_

Minimum finish floor—Letter sent \_\_\_\_\_ Erosion Control \_\_\_\_\_

EIFS (BI Paper-EIFS, BI Insulation-EIFS BI Lath) \_\_\_\_\_ Stucco (BI Paper-Stucco, BI

Lath \_\_\_\_\_ Underground- EL ME Footing/Pier inspection \_\_\_\_\_

Water meter size \_\_\_\_\_ Sewer- public \_\_\_\_\_ Septic \_\_\_\_\_ Perk Test letter \_\_\_\_\_

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Sewer back-up prevention device \_\_\_\_\_ Sewer Tap \_\_\_\_\_

*(Grinder Pump systems are exempt)*

Energy Compliance Sheet \_\_\_\_\_ Fire Sprinkled \_\_\_\_\_ Fire Alarm Required \_\_\_\_\_

Permit Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Building Inspector Approval: \_\_\_\_\_ Date: \_\_\_\_\_

GMSA Utility Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

*(Sewer back-up prevention device and Sewer Tap inspection)*