



## Residential Permit Application

### RESIDENTIAL BUILDING PERMIT

If you are constructing a new single family structure, an addition, or a renovation of a single family residential structure you are required to complete ***all sections*** of the attached Residential Building Permit Application. Once completed, return the application package to the **Planning and Zoning Department** along with all drawings in accordance with IBC.

Unless there are some unusual circumstance surrounding an application, completed applications submitted prior to 2:00 p.m., Monday through Thursday, should be ready to collect within a minimum of 24 hours after submittal. Applications submitted on Fridays will be ready the following Tuesday.

All permit fees will be due at the time you collect your permit. The total fees due upon collection of the permit will generally include all permit fees due from the Building Inspection, Planning and Zoning, Engineering, and Water Departments. The fees do not include Business License fees. A Business License can be obtained through the Revenue Department at City Hall.

1905 First Avenue North  
Pell City, AL 35125  
(205) 338-2244

[inspections@cityofpellcity.net](mailto:inspections@cityofpellcity.net)

Date of Application: \_\_\_\_\_ Permit No.: \_\_\_\_\_

City Limits ( ) ADEM Permit No.: \_\_\_\_\_

Project Street Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Parcel No.: \_\_\_\_\_

Subdivision and Lot No.: \_\_\_\_\_

Owner/Tenant: \_\_\_\_\_

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

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

Phone No: \_\_\_\_\_ Cell No: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Cell No: \_\_\_\_\_

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

City Lic. No: \_\_\_\_\_ State Lic. No: \_\_\_\_\_

Full Estimated Valuation: \$ \_\_\_\_\_ Building Use: \_\_\_\_\_

Description of Work: \_\_\_\_\_

#### Class of Work:

New ( ) Addition ( ) Alteration ( ) Raze ( )  
Repair ( ) Accessory ( ) Remodel ( ) Storage ( )

# of Floors \_\_\_\_\_ # of Bedrooms \_\_\_\_\_ # of Bathrooms \_\_\_\_\_

#### Square footage:

1st & 2nd Floor: Total Heated area \_\_\_\_\_ Total Unheated Area \_\_\_\_\_

Basement: Total Heated Area \_\_\_\_\_ Total Unheated Area \_\_\_\_\_

Attached Garage \_\_\_\_\_ TOTAL SQ. FT. \_\_\_\_\_

Occupancy Type: R-1 R-2 R-3 R-4

Occupancy Load: \_\_\_\_\_

Construction Type: IA IB IIA IIB IIIA IIIB IV VA VB

Foundation: Slab on Grade ( ) Monolithic ( ) Crawl Space ( )

Sewer Service: City ( ) Septic Tank ( )

Water Service: City ( ) Rural-please specify \_\_\_\_\_

## SUB-CONTRACTORS SCHEDULE

DATE: \_\_\_\_\_

PERMIT NO: \_\_\_\_\_

A completed copy of this schedule must be presented to the **BUILDING DEPARTMENT WITHIN 15 DAYS OF THE ISSUANCE OF THE BUILDING PERMIT**. Should the builder add any subcontractor to the project, the builder will submit the subcontractor's name, address and phone number to the City within three working days of hiring. It is the contractor's responsibility to notify the BUILDING DEPARTMENT of any changes from the original. **ALL SUBCONTRACTORS MUST HAVE A CITY OF PELL CITY BUSINESS LICENSE BEFORE WORK IS COMMENCED.**

City Lic. No.	TYPE OF SUB CONTRACTOR	NAME & ADDRESS	PHONE NO.
	SITE GRADING		
	FOOTINGS		
	CONCRETE		
	SEPTIC TANK		
	BLOCK/BRICK		
	OTHER MASONRY		
	DRIVIT		
	FRAMER		
	TRIM WORK		
	ELECTRICAL (Will need to pull permit)		
	PLUMBING (Will need to pull permit)		
	HVAC (Will need to pull permit)		
	SHEETROCK		
	ROOFER		
	INSULATION		
	CABINETS		
	CERAMIC TILE		
	PAINT / WALLPAPER		
	GLASS		
	CARPET / VINYL / HARDWOOD		
	LANDSCAPING		
	GARAGE DOOR		
	ALARM SYSTEM		
	SIDING/GUTTERS		
	WATERPROOFING		
	TERMITE CONTROL		
	OTHER		

**Setbacks:** Front Yard Setback \_\_\_\_\_ Side Yard Setback \_\_\_\_\_  
 Rear Yard Setback \_\_\_\_\_ Side Yard Setback \_\_\_\_\_

Please choose Diagram A or B and Complete the following: Dimension/length of property lines, distance from building to property lines, show any easements, sketch driveway location, etc. If neither A or B is applicable, please supply additional diagram.

A. Typical Interior Lot

B. Typical Corner Lot

**NOTICE - PROPOSED CONSTRUCTION SHALL MEET ALL APPLICABLE CODES**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this work shall be complied with whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of the construction. I also hereby agree to adhere to the erosion and sediment control plan approved by the City for this project for the entire period of the project including regular maintenance of erosion control devices. I understand that violations may result in fines, imprisonment, and/or legal action against me. All correspondence, notice, and citations will be received by me at the above address.

\_\_\_\_\_  
**Signature of Contractor of Authorized Agent**

\_\_\_\_\_  
**Date**

Exemption from Homebuilders License: I hereby certify that as owner/contractor, the structure at the above address will be used as my primary place of residence. Said structure is not being built to sell or rent.

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Date**

We appreciate the opportunity to assist you throughout the permitting and building process. Please give a **24-hour notice for inspections** by calling or emailing. Please call on us with questions or if you need additional information.

You can email permit applications, plans (pdf), and inspection requests to [inspections@cityofpells.net](mailto:inspections@cityofpells.net).

Thank You,

Jerry Dailey, Building Official  
 Alex Fortenberry, Building Inspector

# Required Inspections and Current Building Codes

Please give a **24-hour notice for inspections** by calling or emailing. Please call on us with questions or if you need additional information.

You can email inspection requests to [inspections@cityofpellcity.net](mailto:inspections@cityofpellcity.net)

- Site Inspection
- Temporary Power
- Footing Inspection
- Poured Wall
- Slab Plumbing Inspection
- Slab Prep Inspection
- Rough Inspections
  - Framing
  - Electrical
  - Plumbing & Gas
  - HVAC
- Insulation
- Temporary to Permanent Power
- Final Inspections
  - Electrical
  - Plumbing & Gas
  - HVAC
- General Construction
- Erosion control such as sod or seed and hay must be in place before a C/O is issued

All failed inspection will result in re-inspect fees which must be paid before C/O is issued

## State Building Code

- *2021 International Existing Building Code*
- *2021 International Plumbing Code*
- *2021 International Mechanical Code*
- *2021 International Fuel Gas Code*
- *2021 International Fire Code*
- *2020 National Electrical Code (NFPA 70)*
- *2019 National Fire Alarm and Signaling Code (NFPA 72)*
- *2020 ICC/NSSA-500 Standard for the Design and Construction of Storm Shelters*
- *ANSI/ASHRAE/IESNA Standard 90.1-2013 Energy Standard for Buildings Except Low-Rise Residential*
- *2010 ADA Standards for Accessible Design.*

**Sworn Statement**  
**of party claiming exemption from the requirements of the**  
**Home Builders Licensure Law, Ala. Code § 34-14A-1, et seq. (1975).**

I do hereby solemnly swear that I, or the business entity of which I am the designated qualifying representative, am exempt from the licensing requirements of the State of Alabama Home Builders Licensure law pursuant to Section 34-14A-5 for the following reason: (Please mark appropriate response).

\_\_\_\_\_ I am an authorized employee of a federal, State, or local government exempt from this law and do not hold myself out for hire or otherwise engage in contracting except in accordance with my employment. Section 34-14A-6(2).

\_\_\_\_\_ I am a General Contractor holding a current and valid license issued prior to January 1, 1992.  
General Contractors license# \_\_\_\_\_ Section 34-14A-6(3).

\_\_\_\_\_ I am the Property Owner acting as my own contractor and providing all material supervision myself on property for my own occupancy or use, and not offered for sale. I do not intend to use this permit for the constructing or superintending of the construction of any residential building or structure for sale. (Proof of the sale, or offering for sale, of structure by an owner-builder within one year after completion of same is presumptive evidence that the construction was undertaken for the purpose of sale). Section 34-14A-6(5)(a)(b). **I understand that this exemption is not transferable. I will not hire or compensate anyone to supervise the building or improvement of this residence.**

I understand that by claiming exempt status, I waive my rights for protection under the provisions of the Home Builders Licensure law and that in the event of litigation involving activities resulting from the grant of this permit, I may not make demand of any money from the Homeowner's Recovery Fund, established by the Home Builders Licensure law.

**I sign this statement under penalties of perjury.**

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Business Entity, if applicable

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Building Permit No:** \_\_\_\_\_

**\*Violation of the Alabama Home Builders Licensure Law is a Class A misdemeanor (§34-14A-14) punishable by up to 12 months in jail and fines up to \$6,000.00.**



## FOR OFFICE USE ONLY

**Building** Building: \_\_\_\_\_ Electrical: \_\_\_\_\_ Grading/Excavating: \_\_\_\_\_ Sign: \_\_\_\_\_

**Inspector:** Mechanical: \_\_\_\_\_ Plumbing: \_\_\_\_\_ Demolition: \_\_\_\_\_ Other: \_\_\_\_\_

Comments: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Water & Sewer Fees

Commercial ☐ Industrial ☐  
Residential ☐ Mobile Home ☐

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Reviewed By Water & Sewer Dept Head: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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

Comments: \_\_\_\_\_

Municipal Consultants: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Comments: \_\_\_\_\_

Utility Deposit Fee -

Meter Fee (size \_\_\_\_\_) -

Water Inspection Fee -

Water Capital Recovery Fee (WCR) -

Sewer Impact Fee (SIF) -

Sewer Tap Inspection Fee -

Other Fee \_\_\_\_\_ -

-

**Total Water & Sewer Fees Due** \_\_\_\_\_ )

Payment Received By: \_\_\_\_\_

Check Number: \_\_\_\_\_



## City of Pell City Utilities Department

1905 First Avenue North, Pell City, Alabama 35125

Phone: 205.338.2244 Fax: 205.884.4917

### APPLICATION FOR UTILITIES

(To apply for a new service or to make changes to an existing service, one of the following forms of identifications is required:

a) a State-issued driver's license or identification card, b) a United States Federal identification card, c) a military identification card.)

Type of Customer (Check One) ☐ Residential ☐ Apartment ☐ Mobile Home (Check One: ☐ New Set-up ☐ Established Set-up)  
☐ Commercial ☐ Industrial (Check One: ☐ New Set-up ☐ Established Set-up)

Service Property Status (check One) ☐ Own ☐ Rent (Must present a copy of lease contract) ☐ New Construction  
Service to Property: ☐ Water ☐ Sewer ☐ Garbage ☐ Inside City Limits ☐ Outside City Limits

### ACCOUNT INFORMATION (PLEASE PRINT)

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone: Home# \_\_\_\_\_ Cell# \_\_\_\_\_ Work# \_\_\_\_\_  
DOB: \_\_\_\_\_ DL# \_\_\_\_\_ Exp Date \_\_\_\_\_ SSN: \_\_\_\_\_ Other Valid ID: \_\_\_\_\_  
Business Trade Name (if applicable): \_\_\_\_\_ FEIN \_\_\_\_\_  
Billing Contact: \_\_\_\_\_ Phone # \_\_\_\_\_ Emergency# \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Service Address: \_\_\_\_\_, Lot/Suite/Unit #: \_\_\_\_\_  
Billing Address: \_\_\_\_\_, City & State: \_\_\_\_\_, Zip: \_\_\_\_\_  
☐ Bank Draft (Please check if you are interested in having your monthly payment debited directly from your bank account)  
Desired Date: Service Connection \_\_\_\_\_ Service Disconnect \_\_\_\_\_ Change \_\_\_\_\_  
If applicant is a tenant: Landlord's Name \_\_\_\_\_ Landlord's Phone# \_\_\_\_\_  
Employment Name, Address, & Phone # \_\_\_\_\_

The owner of all houses, buildings or properties used for human occupancy, employment, recreation or other purposes situated within the City and abutting on any street, alley or right-of-way in which there is now located or may in the future be located a public water pipeline of the city is hereby required, at the owner's expense, to connect such facilities directly with the proper public water in accordance with the provisions of this article within 90 days after date of official notice to do so provided that said public water line is within 100 feet of the property line, unless an exception is granted by the city. {Ord No. 2013 – 4269 § 2 (a)}

A meter shall be installed upon each connection to the water system which shall be read at least once in each month by a duly authorized agent of the City who shall have access to the premises of each customer for such purpose at all times, and also for the purpose of removing any meters, pipes or other facilities of the City located on the premises in the event service is discontinued to such customer. Each customer, by having or leaving his premises connected to the facilities of the City and accepting service therefore, shall consent and agree to such access and such removal. {Ord No. 2013 – 4269 § 5}

A separate and independent water connection shall be provided for every building. Provided, however, multi-users, i.e. apartments, commercial centers, etc., are required to master meter the complex. {Ord No. 2013 – 4269 § 2 (b)}

In order to secure the prompt payment of accounts and charges for services, facilities and connections afforded, and as a condition precedent to the rendering of such services, each customer shall deposit with the City an amount as shown on the City of Pell City Water and Sewer Rate and Fee Schedule per meter servicing each dwelling owned and occupied by such. {Ord No. 2013 – 4269 § 7 (a)}

Any person who connects or reconnects a dwelling or commercial building to water service without the authority or permission of the City shall be guilty of a Class "C" misdemeanor and subject to punishment as provided by law and further be assessed a fee of One Hundred Dollars (\$100.00), plus costs of material and labor for any damage to the property of the City. {Ord No. 2013 – 4269 § 11}

The City shall have the right to assess and add to the customer's bill a service charge in the amount of \$30.00 for any check presented to the City in payment of said customer's bill and which check is subsequently returned unpaid to the City by the issuing bank for any reason. {Ord No. 2013 – 4269 § 12}

In the event a customer reports leaks or other problems concerning his water and/or sewer service, and such problems are determined to be the responsibility of the customer, the City shall have the right to assess and add to the customer's bill a fee in the amount of \$30.00 for the cost of going to the customer's premises. {Ord No. 2013 – 4269 § 13 (a)}

No unauthorized person shall dig, trench, uncover, alter, or disturb any public right-of-way, alley or thoroughfare or other areas in which the City has an easement by grant or adverse possession and under which is located city utility lines, i.e., water and/or sewer lines, without first obtaining a written permit from the city and the posting of a work performance bond in the amount of \$250.00. {Ord No. 1997 – 1339 §§ 1-4}

Effective January 1, 2013, and each year thereafter, the rates shall automatically increase by two (2%) percent unless action is taken by the City Council. {Ord No. 2013 – 4269 § 4 (c)}

Water or sewer rates for usage by customers located outside the corporate limits of the City shall be at 1.43 times the rates established for customers located inside the corporate limits of the City in the City of Pell City Water and Sewer Rate and Fee Schedule. {Ord No. 2013 – 4198 § 5}

Each residential, commercial or industrial site is required to have installed, at the customer's expense, backflow prevention devices. {Ord No. 2013 – 4269 § 2 (c)}

Applicant must provide proper documentation, as determined by the City (Ex: Lease, Rental Agreement, Deed, etc.), to show that he/she has the authority to establish service(s) at the address shown above.

I, \_\_\_\_\_, the undersigned, hereby make application for service(s) at the address shown above and agree to pay for said services(s) as measured by the City of Pell City Utility Department meter at the applicable rate. I represent that neither I (the applicant/undersigned), nor my spouse, nor any other resident in the household at the address shown above owes the City of Pell City Utility Department any delinquent bill(s). I understand and agree that any misrepresentation herein shall be grounds for discontinuation of service. If the City of Pell City Utility Department determines that an occupant of the household at the address shown above owes any delinquent utility bill(s) to the City, the total amount of the delinquent bill(s) shall be transferred to my account and I shall accept and assume full responsibility of the delinquent bill(s). I understand and agree that I shall pay any delinquent bill(s) transferred to my account at the time the charges for my current utility service are due.

I further understand and agree that the City of Pell City is only responsible for services provided up to the meter and not beyond the meter. Therefore, the City of Pell City is not responsible for any claims or costs arising from plumbing or other defects occurring on the customer's side of the meter. I agree to permit authorized agents of the City of Pell City free access to the premises of the service address at all times for the purpose of reading, repairing, maintaining or removing property of the City of Pell City.

A penalty of 10% will be added to all bills if not paid within 15 days following the date of the bill.

I agree that any amount(s) due to the City of Pell City Utility Department that are unpaid shall be subject to collection efforts, and I shall be responsible for the reasonable costs associated with any collection efforts as a result of my delinquent account. I waive all rights of exemption under the constitution and laws of Alabama or any other state.

The discontinuation of service or disconnection procedures will be as follows:

- Any amount past due shall be subject to disconnection at any time.
- Prior to the reconnection of service, the account balance must be paid in full, to include the applicable reconnect fee of \$40.00 for residential customers and \$75.00 for commercial/industrial customers.
- The City of Pell City, at its option, may allow the customer to enter into a payment arrangement, provided that at least 50% of the outstanding balance is paid in full.

I agree that my utility service is subject to all applicable Ordinances and Rules and Regulations of the City of Pell City now existing or hereafter enacted.

I agree to follow the Policies and Procedures of the City of Pell City Utility Department, which have been made available for my review.

I agree that the City of Pell City may use the contact information I have provided to communicate with me concerning utility matters and other important public announcements. **By signing this agreement, applicant agrees to all terms and conditions as stated herein.**

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**THIS SPACE RESERVED FOR OFFICE USE ONLY**

Property Zone: \_\_\_\_\_ Is the usage of this property in accordance with the City of Pell City Zoning Regulations: ☐ Yes ☐ No  
Current City of Pell City Business License? : ☐ Yes ☐ No License# \_\_\_\_\_ Building Permit# \_\_\_\_\_  
Deposit Amount \$ \_\_\_\_\_ Meter Fee \$ \_\_\_\_\_ Water Inspection \$ \_\_\_\_\_ WCR \$ \_\_\_\_\_  
Sewer Impact Fee \$ \_\_\_\_\_ Sewer Inspection Fee \$ \_\_\_\_\_ Other Fee \$ \_\_\_\_\_ TOTAL DUE \$ \_\_\_\_\_  
Total Received by: Cash \_\_\_\_\_ Check# \_\_\_\_\_ Credit Card \_\_\_\_\_ Cashier's Initials: \_\_\_\_\_  
Copies attached to application: ☐ DL ☐ Other Valid ID \_\_\_\_\_ ☐ Lease contract ☐ Other \_\_\_\_\_  
Application Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_



# City of Pell City

## Water Connection Permit

**CALL 48 HOURS PRIOR**

**FOR METER/CONNECTION/INSPECTION WWTP: 205-338-3886**

**Please have this form available for at time of inspection**

Date: \_\_\_\_\_ Work Order# \_\_\_\_\_  
Permit Number: \_\_\_\_\_ Customer Account Number \_\_\_\_\_  
Name of Applicant: \_\_\_\_\_  
Applicant Telephone: \_\_\_\_\_  
Installation Address: \_\_\_\_\_  
Name of Contractor: \_\_\_\_\_  
Contractor Signature: \_\_\_\_\_ Contractors License# \_\_\_\_\_  
Contractor Telephone: \_\_\_\_\_ Contractor Cell: \_\_\_\_\_  
Date of Connection: \_\_\_\_\_

\*All work must be performed by a plumber duly licensed in accordance with the rules and regulations of the State of Alabama and the City of Pell City governing plumbers.

\*All utilities, including water and sewer lines, must be located prior to digging and/or trenching.

\*All water hook-ups are subject to final inspection and approval by the Water Quality Department's duly authorized representative.

\*\*\*\*\***FOR OFFICE USE ONLY**\*\*\*\*\*

### METER SET INFORMATION

Meter Size: \_\_\_\_\_ Material Installed: \_\_\_\_\_  
Meter Number \_\_\_\_\_  
Meter EID# \_\_\_\_\_

### METER SET INFORMATION

Meter Size: \_\_\_\_\_ Material Installed: \_\_\_\_\_  
Meter Number \_\_\_\_\_  
Meter EID# \_\_\_\_\_

(If Irrigation Meter is installed, where is it placed, in front or behind \_\_\_\_\_)

Water Fee Paid: (Verified By): \_\_\_\_\_ Date: \_\_\_\_\_

Installation Inspected: \_\_\_\_\_ Date: \_\_\_\_\_

Water/Sewer Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Entered into UMS by: \_\_\_\_\_ Date: \_\_\_\_\_

# City of Pell City

## Sewer Connection Permit with Performance Bond

**CALL 48 HOURS PRIOR**

**FOR METERS.CONNECTIONS/INSPECTIONS: WWTP 205-338-3886 or 205-338-2244 ext 112**

**Please have this form available for at time of inspection**

Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Customer Account: \_\_\_\_\_

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

Applicant Telephone: \_\_\_\_\_

Installation Address: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Contractors License# \_\_\_\_\_

Contractor Telephone: \_\_\_\_\_ Contractor Cell: \_\_\_\_\_

Date of Connection: \_\_\_\_\_

\*All work must be performed by a plumber duly licensed in accordance with the rules and regulations of the State of Alabama and the City of Pell City governing plumbers.

\*A work performance bond in the amount of \$2,000.00 must be posted with the City of Pell City. Thereafter, this form shall be presented to the Water Quality Department located on Golf Course Road.

\*All utilities, including water and sewer lines, must be located prior to digging and/or trenching.

\*All sewer hook-ups are subject to final inspection and approval by the Water Quality Department's duly authorized representative.

\*All sewer installations must be completed for inspection during regular working hours, Monday - Friday 6:00 am to 2:30 pm. Request for inspections after the aforesaid times shall only be made after the payment of \$70.00 plus \$35.00 per hour for all hours or fractions thereof exceeding two (2) hours.

\*Service truck and crew - \$120.00 plus \$60.00 per hour for each hour or fraction thereof exceeding two (2) hours;

\*Service truck, crew and backhoe - \$230.00 plus \$115.00 per hour for each hour or fraction thereof exceeding two (2) hours;

\*Crew and sewer machine - \$230.00 plus \$115.00 per hour for each hour or fraction thereof exceeding two (2) hours.

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Performance Bond Received: \_\_\_\_ yes \_\_\_\_ no Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Sewer Fee Paid: (Verified By): \_\_\_\_\_ Date: \_\_\_\_\_

Installation Inspected: \_\_\_\_\_ Date: \_\_\_\_\_

Water/Sewer Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City of Pell City

Application for Water and Sewer Availability

Single Family Construction

☐ This application is for water availability only.

☐ This application is for both water and sewer availability.

Date information requested \_\_\_\_\_

Owner \_\_\_\_\_

Address \_\_\_\_\_

Parcel ID \_\_\_\_\_ PPIN \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

Email Address \_\_\_\_\_

ANY DEWELLING ON PROPERTY SINCE 2007? YES ☐ NO ☐ IF SO, YEAR \_\_\_\_\_

WATER

Water available: Yes ☐ No ☐

Short Side ☐ Long Side ☐

Tapped/Stubbed out: Yes ☐ No ☐

Other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Verified By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

SEWER

Sewer available: Yes ☐ No ☐

Short Side ☐ Long Side ☐

Tapped/Stubbed out: Yes ☐ No ☐

Other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Verified By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*  
Notified Customer \_\_\_\_\_ Date \_\_\_\_\_

Notified by: ☐ Phone ☐ Email ☐ In Person ☐ Other