



## **INSTRUCTIONS**

1. This application must be completely filled in by typewriter or printed in ink and submitted in duplicate to the Building Department.
  2. This application must be accompanied by two (2) complete sets of plans showing proposed construction and two (2) complete sets of specifications. Plans and specifications shall describe the nature of the work to be performed, the material and equipment to be used and installed and details of structural installations.
  3. The work covered by this application may not be commenced before the issuance of a Billboard Building Permit.
  4. Upon approval of this application, the Building Department will issue a Billboard Building Permit to the applicant together with an approved set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.
  5. Costs for the work described in the Application for a Billboard Building Permit include the cost of all of the construction, and other work done in connection therewith, exclusive of the cost of the land.
  6. Any deviation from the approved plans must be authorized, by the approval of revised plans subject to the same procedure established for the examination of the original plans. An additional permit fee may be charged predicated on the extent of the variation from the original plans.
  7. A PERMIT AND CERTIFICATE OF APPROVAL MUST BE OBTAINED FROM AN APPROVED ELECTRICAL INSPECTION AGENCY FOR ALL ELECTRICAL WORK. THE PERMIT MUST BE OBTAINED BEFORE STARTING ANY ELECTRICAL WORK.
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## **INSPECTION SCHEDULE**

YOU MUST CALL THE BUILDING DEPARTMENT (783-2706) FOR THE FOLLOWING INSPECTIONS. ANY WORK COVERED OR CONCEALED BEFORE INSPECTION AND APPROVAL SHALL BE EXPOSED FOR INSPECTION AT THE APPLICANT'S EXPENSE.

1. Footings before pouring concrete.
2. Foundation inspection before backfill.
3. Submit a Surveyor's location of foundation to the Building Department for zoning approval before structural framing is started.
4. When all work is completed, a final inspection of the site, billboard and all utilities is required.

**AN EQUAL OPPORTUNITY EMPLOYER**