

## Instructions for Filling out a Town of Red River Building Permit Application

### Applicant Information:

1. Home address, if not a year round resident, provide your Permanent address.
2. Red River address, if you are not sure of the street number, Town Hall can provide it. The address needs to be posted in a place visible from the street with letters 4 inches high prior to beginning the work and then must be permanently attached after construction is completed.
3. Phone, please provide a number where you can be reached should there be any questions.

### General Contractor Information:

1. Business Name, only applies to commercial buildings.
2. If homeowner is the contractor, just note Home Owner, other please fill out the Name of the Contractor, their address, phone number, license number and a Contact person for the project.

### Location Zone and Use:

1. If unsure of the zone, Town Hall can provide that for you.
2. Lot and block number, fill in if you know it. It should be on your deed.
3. Mark the appropriate box Residential or Commercial. If Commercial, mark the appropriate sub use, such as Retail, Lodging or Food Service.

Bring the completed Permit Application to Town Hall with **three (3) clear copies** of plans and layouts (only two copies are required for projects only requiring town permits), including the following information:

- A. Property Plat Showing – Boundary; Dimensions, Street Names, Structure Location; Dimensions to Eave Lines and Dimensions from Eave Lines to nearest property line (EXISTING and PROPOSED), driveways and Walkways, Utility Easements, Parking plans, Drainage Snow Stacking Areas.
- B. Construction Drawings -- Floor Plans with ingress and egress clearly dimensioned, Location of Smoke Detection and Fire Protection Systems, Minimum of two (2) Elevations, Foundation Plan, Roof Plan, Section Details; Wall, Floor, Roof, Mechanical, Architectural Style and External Material to be used, Number of Units, Sign Locations as required (may require addition of Sign Permit Application).

Any building or excavation on Hillsides that have a natural slope of 25% or more will require a Steep Slope approval by the Planning & Zoning Commission PRIOR to issuance of a building permit. Steep Slope check lists are available at Town Hall.

Fire Code and P & Z Ordinance – The Owner/Contractor are expected to ensure that all Town of Red River Codes and Ordinances are complied with, an over sight in approval does not relieve the owner from complying with these requirements.

4. Signature -- The owner or contractor must sign the application. If a state permit is required, you will submit the Town of Red River Application for town approval, after which you will fill out a State Permit and submit it to the State. Once the State Permit is issued, you will need to bring it in to pay the Town of Red River fees and the State Permit Number will be written in on the Town of Red River Building Permit Application. No construction may begin prior to paying the Town of Red River fee unless prior approval is obtained from the Town of Red River. State Building Applications are available with the Town Application at Town Hall or online at [www.redriver.org](http://www.redriver.org) (Click on Town Hall, then on the left of the screen, click on Town Admin then Planning & Zoning.)

Upon paying the Town of Red River building permit application fee and getting approval from the P & Z Commission and Town Council, you will be able to get your signed plans to take to the state for a State Permit. The Town of Red River will issue you a Town Building Permit which must be posted at the construction site.