



CITY OF VICTOR

INSTRUCTIONS FOR COMPLETION OF RESIDENTIAL APPLICATION

BUILDING PERMITS ARE REQUIRED FOR ALL CONSTRUCTION EXCEPT THOSE SPECIFICALLY EXCLUDED BY THE VICTOR DEVELOPMENT CODE.

PLEASE NOTE:

*** THIS APPLICATION MUST BE ENTIRELY COMPLETED****
INCOMPLETE APPLICATIONS SHALL NOT BE CONSIDERED AND WILL NOT BE RETURNED TO THE APPLICANT.

SUBDIVISION NAME, LOT AND BLOCK NUMBER MUST BE FILLED IN OR APPLICATION IS CONSIDERED COMPLETE.

THE FOLLOWING MATERIAL SHALL BE INCLUDED WITH THE APPLICATION FOR NEW CONSTRUCTION OR ADDITIONS:

1. WARRANTY DEED
2. TWO COPIES OF A SITE PLAN TO SCALE SHOWING THE LOCATION OF THE CONSTRUCTION ON THE LOT OR PROPERTY, INCLUDING DIMENSIONS FOR SETBACKS, DRIVEWAYS, SIDEWALKS AND OTHER PERTINENT INFORMATION.
 - A) SHOWS STREETS AND ALLEY
 - B) INDICATE LEGAL PROPERTY LINES
 - C) INDICATE ANY EASEMENTS

IF PLANNING TO BUILD YOUR HOUSE ON A CORNER LOT, PLEASE BE AWARE THAT THE SETBACKS WILL BE 25 FT. FRONT, 25 FT. BACK, ON THE SIDE THAT FACES THE STREET THERE IS A 25 FT. SETBACK – THE OTHER SIDE CAN BE 10 FEET.

3. INCLUDE TWO SETS OF THE PLANS INCLUDING FOOTINGS SHOWING:
 - A) FOUNDATION
 - B) CROSS SECTION
 - C) FLOOR PLAN
 - D) ROOF

THE APPLICATION WILL BE REVIEWED AND THE PERMIT ISSUED WITHIN TEN WORKING DAYS PROVIDED THE APPLICATION IS COMPLETE.