

**PORT ROYAL PLANTATION
APPLICATION FOR BUILDING PERMIT**

DATE: _____

PROPERTY: _____
(Lot number & Subdivision)

(Street Address)

OWNER:

Name _____

Address _____

Phone _____

TYPE OF SUBMISSION:

Conceptual/Preliminary
Include: Site Plan _____
(Including Tree Survey)
Elevation Drawings _____

Final
Include: Site Plan _____
Drainage Plan _____
Architectural Plans _____
Landscape Plan _____
Color/Material Samples _____
(6" x 6" required size)

BUILDER:

Name _____

Address _____

Phone _____

Number of Variance Requests attached _____

Estimated cost of project \$ _____

Application Fee Enclosed \$ _____

ARCHITECT/DESIGNER:

Name _____

Address _____

Phone _____

APPLICATION IS FOR:

- NEW RESIDENCE
- ADDITION – Any change to an existing home which alters the external envelope of the structure, or any addition of horizontal construction such as decks, pools, patios, etc.
- ALTERATION – Any change to an existing home with visible external effect but no envelope change, or extensive internal remodeling.
- MINOR CHANGE – An Addition or Alteration of minor nature/cost; external repainting, roof, window or door replacement; added or expanded service yard; removal of trees over 6" diameter measured 4 ½" above ground; major landscaping changes. (Minor landscaping changes and tree pruning do not require Board approval.)

Description of project if not New Residence: _____

PROPOSED BUILDING DATA

- a. Lot "usable" area _____ sq. ft. (Area within standard setbacks)
- b. Total building footprint (including decks, garage, etc. _____ sq. ft.
- c. Heated area: Main Floor: _____ sq. ft. Second Floor _____ sq. ft.
- d. Main floor elevation above Mean Sea Level (MSL) _____ ft.
- e. Existing ground elevation above MSL at building _____ ft.
- f. Elevation of highest point of building above: Main Floor _____ ft.; MSL _____ ft.

EXTERIOR FINISHES:

NOTE: ALL OF THE FOLLOWING ITEMS MUST BE SPECIFIED AND SAMPLES INCLUDED FOR FINAL APPROVAL.

<u>ITEM</u>	<u>MATERIAL</u>	<u>COLOR</u>	<u>MANUFACTURER</u>
Roofing	_____	_____	_____
Siding (Wood)	_____	_____	_____
Siding (Masonry)	_____	_____	_____
Fascia	_____	_____	_____
Soffits	_____	_____	_____
Trim	_____	_____	_____
Columns	_____	_____	_____
Handrails, Pickets	_____	_____	_____
Shutters	_____	_____	_____
Front Door	_____	_____	_____
Garage Door	_____	_____	_____
Other Doors	_____	_____	_____
Windows	_____	_____	_____
Mullions	_____	_____	_____
Chimney (Masonry)	_____	_____	_____
Paving – Driveway	_____	_____	_____
Paving – Walks/Patios	_____	_____	_____
Other – Specify	_____	_____	_____

I hereby certify that I have read the current Port Royal Plans Approval Board Guidelines and Procedures, that I have complied with all applicable parts of those Guidelines, and that the information presented above is true and correct to the best of my knowledge.

APPLICATION MUST BE SIGNED BY OWNER, ARCHITECT AND BUILDER

Owner's Signature	Print Name	Date
Architect's Signature	Print Name	Date
Builder's Signature	Print Name	Date

ACCEPTED: _____
 PLANS APPROVAL BOARD DATE