

**DECK PERMIT APPLICATION**

**SECTION 1 – PROJECT NAME AND PROPERTY OWNER**

DATE\_\_\_\_\_

Property Owner:\_\_\_\_\_

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

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

Phone Number:\_\_\_\_\_ Email:\_\_\_\_\_

**SECTION 2 – CONTRACTOR INFORMATION**

Company Name\_\_\_\_\_

Contact Name\_\_\_\_\_

Business Address\_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_ Email \_\_\_\_\_

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**SECTION 3 – REQUIRED INFORMATION**

Submit a drawn-to-scale plot plan showing existing and proposed structures. Label dimensions and distances from buildings to lot lines. Submit construction drawings. Contractor doing the work must have City of Crystal Lakes business/occupation license.

**SECTION 4 – FEES**

Submit payment by check / cash / or credit card for One Hundred Seventy-Five (\$175) for plan review and inspections (\$150) and permit fee (\$25).

**SECTION 5 – APPLICANT**

I hereby certify to the best of my knowledge and belief that all of the information on this application is accurate. I understand that any fence which is installed that is inconsistent or in conflict with this application, drawings, or the regulations of the City of Crystal Lakes is in violation of the Municipal Code. I understand that no work shall begin until a permit has been approved by the City and the associated fee has been paid.

Check One: Property Owner\_\_\_\_\_ Contractor\_\_\_\_\_

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Fee: \$175 may be made by personal check, cashiers check, cash. Or you may pay by credit card at missouripayments.com. Courtmoney will charge a minimum of \$2 fee or 4% for paying by credit card.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Printed Name: \_\_\_\_\_

CITY USE	
Permit Number _____	Fees Paid Yes/No _____
Approved by:	
_____	Date _____
Completed Project	
_____	Date _____