

**HOME OWNER AFFIDAVIT / NON-RESIDENTIAL AFFIDAVIT
REQUEST FOR PERMIT FROM NON-LICENSED INDIVIDUAL**

REQUESTED FOR:

___New Building ___Existing Building ___Excavation/Grading/Soil Erosion

TYPE OF PERMIT REQUESTED:

___Building ___Electrical ___Plumbing ___Mechanical ___Underground
___Soil Erosion/Grading

LOCATION: _____ **DATE:** _____

OPTIONS FOR OBTAINING PERMIT:

1. As a private individual or corporation representing the owner of the above property, I hereby make application for a Building, Grading or Soil Erosion permit, to install or erect: List Below.
NOTE: Normally used for non-residential projects.
2. As the bona fide owner of the above mentioned property, which shall be a single family structure and my place of residence, I hereby make application for an owner's permit to install or erect:

DESCRIBE: _____

I certify that I am familiar with the provisions of the applicable ordinances and rules and hereby agree to make this installation and/or construction in conformance with said applicable ordinances and rules.

In making this application, I realize I am assuming the responsibility of a licensed contractor for the work mentioned in this permit application and will closely supervise or perform the work involved.

I agree to notify the Department of Building Inspection within forty-eight (48) hours after the work is completed so that the Department may make its required inspections. I further agree to keep all parts of this work exposed until accepted by the inspector. **PHONE: 439-7089 HOURS: 8:00am TO 5:00pm Monday – Friday.**

REQUIRED INSPECTIONS: Footings, foundation backfill, and all sub-soils prior to pouring concrete. *Rough installations of;* building frame, electrical, mechanical, plumbing, underground installations, and insulation. *Final installations of;* building, electrical, mechanical, plumbing.

IMPORTANT: A separate permit shall be obtained for each of the various trades, such as building, electrical, plumbing and mechanical.

NOTE: A Certificate of Occupancy is always issued for new houses and additions. **You must have the Certificate prior to occupying the structure or space.**

VIOLATION PENALTIES: Any person who violates the above terms shall be subject to fines per the City of Milan Civil Infraction Ordinance. I certify that I have received a copy of this affidavit and understand the terms.

Signature of Applicant

Present Address

Phone Number