



For Office Use Only	
Permit Number:	
Zoning District:	
Date Utilities Marked:	
Receipt #:	
Case-Reference #:	

Collinsville Development Services * PO Box 730 * 918.371.1012 * www.cityofcollinsville.com

PAVING PERMIT APPLICATION

An approved copy of this application serves as your Permit

INSTRUCTIONS

1. Complete the application and submit to Collinsville Development Services Office at least 72 hours prior to the start of work. Fill in ALL blanks – if not applicable, write “N/A”
2. Submit with application:
 - A property survey and/or site plan that includes:
 - (1) All existing property lines and dimensions.
 - (2) All existing buildings, improvements and their setbacks from property lines.
 - (3) Adjacent streets, street widths and existing access limitations.
 - (4) North Arrow and scale of drawing.
 - (5) Location of existing easements, if applicable.
3. **Please note:** New construction or expansion of an existing parking area will require review and approval of a Site Plan application per Collinsville Zoning Code Section 1160. Applications are available from the City of Collinsville website or the Development Services office at 118 N. 11th St, Suite D.

DISCLAIMERS:

- This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if construction or work is suspended or abandoned for a period of 1 year at any time after work is commenced.
- The permit expires if work is not commenced within 180 days. Plans must be on the job before inspection will be made. Final inspection is required on all permits.
- This permit authorizes only that work described herein. Neither issuance of this permit or compliance with these provisions or with any conditions imposed by this permit shall relieve any person from responsibility for damage to other persons or property or impose any liability upon the governing agency for damage to other persons or property. All attached addenda are a part of this permit. All modifications to this permit or to the approved grading plan must be approved by the CITY by written change order prior to construction.
- Receipt of this permit serves as acknowledgement that you have read this application and hereby state that the information provided herein is correct, and that all work will be in accordance with the approved plans and applicable City codes and ordinances. In consideration of the CITY issuing this paving permit, you agree to comply with all provisions of this permit including the standard conditions, project conditions, and special conditions, if any.

APPLICANT INFORMATION		
Contractor Name:		
Firm/Company:		
Contractor License #:		
Address:		
Phone:	Fax:	email:
PROPERTY AND/OR BUILDING OWNER INFORMATION		
Owner of Record:		
Address:		
Phone:	Fax:	email:

PROJECT INFORMATION
Project Location: (Please provide street address if available)
<input type="checkbox"/> Commercial <input type="checkbox"/> Residential
<input type="checkbox"/> New pavement <input type="checkbox"/> Removal/Replacement <input type="checkbox"/> Overlay
<input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt
Aggregate Base in inches: _____” Sub-Base in inches: _____”
Estimated parking area dimensions in feet: _____’ X _____’
Estimated square footage of parking area: _____ square feet
Estimated Valuation of Work: \$ _____
Will the work to be completed affect any utilities? <input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please specify:
<input type="checkbox"/> Underground: <input type="checkbox"/> Overhead:
<input type="checkbox"/> Electric <input type="checkbox"/> Water <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Storm Sewer <input type="checkbox"/> Natural Gas <input type="checkbox"/> Cable <input type="checkbox"/> Street Lights
Utilities will be marked: _____ by the following utility companies: _____

ADDITIONAL APPLICANT COMMENTS

CERTIFYING STATEMENT OF RESPONSIBILITY
I/we, the Undersigned, hereby certify that I/we will assume full responsibility and liability for any and all damages caused to any or all public and private properties or utilities resulting from such work.
Applicant/Contractor: _____ Date: _____
Mailing Address: _____ Phone # (Day): _____

For Office Use Only:
Application Received By: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____
Comments:

