



SECTION 1: APPLICANT INFORMATION

Full Name	Click or tap here to enter text.	Phone Number	Click or tap here to enter text.
Name of Business (if applicable)	Click or tap here to enter text.	Mobile Number (if different than above)	Click or tap here to enter text.
Preferred Contact Method	☐ Email ☐ Phone Call ☐ Text Message	Email Address	Click or tap here to enter text.
		Mailing Address	Click or tap here to enter text.

SECTION 2: PROPERTY INFORMATION

Property Address	Click or tap here to enter text.	Property Owner Contact Information (if Applicant is NOT the Property Owner)	
Parcel/Lot Number	Click or tap here to enter text.		
Zoning District	Click or tap here to enter text.	Phone Number	Click or tap here to enter text.
Is the Applicant the Property Owner?	☐ Yes ☐ No	Mobile Number (if different than above)	Click or tap here to enter text.
Property Owner Name	Click or tap here to enter text.	Email Address	Click or tap here to enter text.
		Mailing Address	Click or tap here to enter text.

SECTION 3: PERMIT TYPE

Building & Construction	Choose an item.	☐	Comments:
Planning & Zoning	Choose an item.	☐	Comments:
Business	Choose an item.	☐	Comments:
Public Works	Choose an item.	☐	Comments:
Temporary	Choose an item.	☐	Comments:
Safety & Environmental	Choose an item.	☐	Comments:

SECTION 4: PROJECT DESCRIPTION

Brief Description of Project	Click or tap here to enter text.		
Purpose of Project	Click or tap here to enter text.		
Proposed Start Date	Click or tap to enter a date.	Estimated Completion Date	Click or tap here to enter text.
Estimated Project Cost		Square Footage (if applicable)	



SECTION 5: CONTRACTOR INFORMATION

Contractor Name	Click or tap here to enter text.	Contractor Phone Number	Click or tap here to enter text.
Company Name	Click or tap here to enter text.	Company Phone Number	Click or tap here to enter text.
License Number	Click or tap here to enter text.	Email Address	Click or tap here to enter text.
Insurance Information	Click or tap here to enter text.		

SECTION 6: REQUIRED DOCUMENTS CHECKLIST

☐	Site Plan
☐	Construction Drawings
☐	Floor Plans
☐	Engineering Documents
☐	Proof of Insurance
☐	Contractor License
☐	Environmental Review Forms
☐	HOA Approval <i>(if applicable)</i>

SECTION 7: SAFETY & COMPLIANCE ACKNOWLEDGMENT

I certify that the information provided in this application is accurate and complete. I understand that all work must comply with applicable XEO Valley municipal codes, zoning regulations, and safety requirements.

Applicant Signature		Date	Click or tap to enter a date.
---------------------	--	------	-------------------------------

SECTION 8: FOR OFFICE USE ONLY

Permit Number		Reviewed by	
Application Received Date		Fee Amount	
Inspection Requirements			
Approval Status	☐ Approved	☐ Pending	☐ Denied
Notes/Conditions:			