

VILLAGE OF PHOENIX

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Permit Process

The information below is necessary to obtain various job permits from the Village of Phoenix.

1. **Application for Building Permit-**
2. **Application for Contractor License** – To be completed in addition to the above form

Documents necessary to obtain Permits are based on the type of work being performed:

- Certificate of Ins. – List Village of Phoenix as the Certificate Holder – All performed work
- License and Permit Bond - **\$10,000** list Village of Phoenix on the Bond – All performed
- Copy of the Contract – Describes the spec(s) of work being performed - All performed
- **Plumbing Permit** – If Applicable:
 - Copy of your License – **055 or 058**
 - Completion of the form below:
- **Electrical Permit** – If Applicable
 - Copy of your state license –
- **Roofing Permit** – If Applicable
 - Copy of your state license –

The project's cost determines permit prices.

All permits require the inspector's approval

Once all documents and approvals are received, a permit will be issued within 24 hours.

An incomplete submission will cause delays in processing your request

Applications can be sent electronically upon request

**Permits are effective for 6 months*

Completed applications can be sent electronically to:

info@villageofphoenix.org: clashley@villageofphoenix.org : bbrown@villageofphoenix.org