

**Village of Hartford  
Building Permit Application**

1. Name, Address and Phone Number of Applicant

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2. Name, Address and Phone Number of Owner or Operator.

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3. Proposed Use or Improvement.

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4. Number of Occupants or Employees. \_\_\_\_\_

5. Location of Proposed Structure. \_\_\_\_\_

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6. Dimensions of Proposed Structure. \_\_\_\_\_

7. Height and setbacks (distance from property lines) of proposed structure. A. Height \_\_\_\_\_ B. Front Setback \_\_\_\_\_  
C. Left side setback \_\_\_\_\_ D. Right side setback \_\_\_\_\_  
E. Rear Setback \_\_\_\_\_

8. Number and size of proposed dwelling units. \_\_\_\_\_

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9. Location and number of proposed parking and /or loading spaces and access ways. \_\_\_\_\_

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10. Location of all existing or proposed utilities. \_\_\_\_\_  
\_\_\_\_\_

11. Permanent Parcel Number (Obtained from tax bill) \_\_\_\_\_

12. Estimated cost of improvement. \_\_\_\_\_

13. Provide a sketch of the improvement in the space provided.

A final inspection and a Certificate of Occupancy must be issued by this Department before this structure can be used or occupied. I/We will agree that all work performed under this permit will be in accordance with the Village of Hartford Building Codes and/or Zoning Ordinances.

**RIVERBEND ENTERPRISE ZONE  
CERTIFICATE OF SALES TAX EXEMPTION**

THIS CERTIFICATION AND SEPARATE "PURCHASER STATEMENT" MUST BE FILED WITH EACH RETAILER AT THE TIME BUILDING MATERIALS ARE ORDERED.

**NOTICE TO RETAILER OF BUILDING MATERIALS:**

This is to certify that the project listed below is within the RIVERBEND EZONE and is eligible for Sales Tax Exemption on building materials purchased for the period beginning \_\_\_\_\_ and ending \_\_\_\_\_.

This exemption applies only to materials purchased from eligible retailers.

This certification and separate "purchaser statement" should be retained and filed with invoices for tax-exempt building materials purchased for this project.

Project/Company Name: \_\_\_\_\_  
Project/Company Address: \_\_\_\_\_  
\_\_\_\_\_

Project Owner:

Contractor Name:  
Contractor Address:

Project description:

**NOTE: A CONTRACTOR OR BUILDER WHO ILLEGALLY USES THIS CERTIFICATION TO OBTAIN BUILDING MATERIALS FOR A PROJECT AT A LOCATION OTHER THAN THE LOCATION LISTED ABOVE, WILL FORFEIT ALL LOCAL ENTERPRISE ZONE BENEFITS.**

\_\_\_\_\_  
Signature of Project Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Zone Administrator

\_\_\_\_\_  
Date of verification