

## Building Permit Application Cards

**Agency:** Planning and Development Services  
**Accession #:** 99-220  
**Series:** PD-002  
**Dates:** 1948-1970 (Bulk 1948-1969)  
**Size:** 63 Card File Boxes/Shoeboxes (19 cubic ft.)  
**Location:** Compact Shelving Row I

### **Arrangement:**

Chronologically by year of permit approval then alphabetically by original owner, builder, or contractor name.

### **Description:**

Index cards containing applications for building permits that in later years, upon acquisition of required approvals and fees, became the actual building permit. The building permit is a document that gives the builder permission to construct whatever is shown on his or her approved plans. The applications for building permits begin in 1948 and end in 1970, the bulk of the dates covering 1948 to 1969. (There are actually only two permits dated 1970, one for a rest home at 3944 South 400 East, and one for St. Mark's Hospital at 1200 East 3900 South.)

From 1948 to 1953, the front of the cards contain permit number; date of application; location of building; building zone; owner name and address; architect or designer name and address; general or building contractor name and address; estimated cost including plumbing, heating, electrical and labor; and the legal description of the property. The back of the cards describe whether the construction is for a new building or an addition, remodeling, or repairs to an existing building. It notes what the building is to be used for, and gives descriptions of foundation; exterior walls; partitions; floors; roof; floor area; lot area; number of stories; and number of rooms. Also included is an area for remarks or descriptions and plot plan drawings.

Starting in 1954, the cards change in size to a larger format. The front of the card contains the permit number; date of application; estimated cost; owner's name and address; building address; building zone; and builder or contractor's name and address. It also contains building information as to what the building is to be used for; the type of construction; the property description; remarks; permit fee; and the owner's signature. The back contains a drawing of the plot plan. In 1958 the contractor's state license number was added to the cards. In 1968, owner and contractor phone numbers were added.