

**CITY OF BATH - ASSESSING OFFICE
NEW CONSTRUCTION PERCENT COMPLETE WORKSHEET**

OWNER: _____ **PROPERTY ADDRESS:** _____

PERMIT _____ **DATE ISSUED:** _____ **APPROXIMATE COST OF PROJECT: \$** _____

PROJECT DESCRIPTION: _____

**Permit was
100% complete
on April 1, 2021.**

Instructions: If the project described in this permit was **100% complete on April 1, 2021**, please check the box at the top of the form, and *fill out the reverse side* to complete. Please sign and date the form.

For **partially complete** projects, please indicate an approximate percent of completion for each stage of construction **as of April 1st, 2021**, then *fill out the reverse side*, sign and date the form, and return to the assessing office by mail or via the email button on the reverse. If an item on the list below isn't applicable to your project (no windows on your deck, for example), put **"NA"** in the percent complete column. This form is designed for construction of a house, and isn't perfectly applicable to other projects, but we'll make it work. **Thank you!**

STAGE	TO BE COMPLETED BY OWNER:	PERCENT OF TOTAL	TO BE COMPLETED BY ASSESSOR	
	PERCENT COMPLETE		PERCENT COMPLETE x PERCENT OF TOTAL	CUMULATIVE PERCENT OF TOTAL
1. Plans, permits and survey		2		
2. Excavation, forms, water/sewer hookup		4		
3. Concrete		8		
4. Rough framing		21		
5. Windows and exterior doors		2		
6. Roof cover		3		
7. Rough-in plumbing		4		
8. Insulation		1		
9. Rough-in electrical/mechanical		11		
10. Exterior cover		6		
11. Interior drywall and ceiling finish		8		
12. Cabinets, interior doors, trim, etc.		13		
13. Plumbing fixtures		5		
14. Floor covers		3		
15. Built-in appliances		3		
16. Light fixtures and finish hardware		2		
17. Painting & decorating		4		

~Over~

CITY OF BATH - ASSESSING OFFICE
PROPERTY CHANGES AS OF APRIL 1, 2021

MAP / LOT (if known) _____ PROPERTY ADDRESS: _____

PERMIT# _____

1. **Please provide a description of the changes to your property under this permit.** For example, measurements of areas added or removed, a description of the materials used to finish an addition, information about the style or quality of the improvements, or anything else you think will help me understand the work that was completed. *Here's an example: "8x8 deck removed; replaced by 10x12 3-season room with Anderson windows on the south wall (see sketch). Walls are knotty pine, floor is tiled."* Use additional pages or attach a document or image if needed.

2. Please describe any plumbing fixtures **added** or **removed** in this project (i.e. added 1 shower fixture to upstairs bathroom, removed laundry sink.)

If plumbing has changed, please describe the correct number of TOTAL bathrooms as of **April 1, 2021**: Full Baths (3 fixtures) _____, 1/2 Baths (2 fixtures) _____

Total extra fixtures (sinks, tubs)? _____

3. Check box if these items were added/upgraded in the property changes; include (total) number of fixtures
☐ Jacuzzi/Whirlpool # _____ ☐ Interior Hot Tub # _____ ☐ Gas Fireplaces # _____

☐ Wood Burning FP # _____ ☐ Wood Stove # _____ ☐ Heat Pumps # _____

☐ Other Features (Elevator, Central AC) (describe) _____
4. **Occupancy:** Is a portion of this property used for commercial purposes? If yes, describe:

Is a portion of this property used as an in-law apartment or a rental property? If yes, describe:

Signed: _____ Date: _____

Submitted By (printed) _____ Contact Number _____

May we contact you by e-mail? E Yes No E-MAIL: _____

Thank you for your help in updating our records!