REPORT OF BUILDING OR ZONING PERMITS ISSUED FOR NEW PRIVATELY-OWNED HOUSING UNITS

1. PERIOD IN WHICH PERMITS WERE ISSUED

Did your permit system have a geographic coverage change?  
☐ Yes, continue.  ☐ No, skip to Section 3.

Mark an (X) in the appropriate box and enter the requested information. If more space is needed continue in Section 5.

2. GEOGRAPHIC COVERAGE

(For our latest information on your office’s coverage, see www.census.gov/construction/bps/pdf/footnote.pdf)

How can I report?  
Via Fax: 1-877-273-9501

Via Mail:  
U.S. Census Bureau  
1201 East 10th Street  
Jeffersonville, IN 47132-0001

Via Internet or to get Help:  
econhelp@census.gov/bps

3. NEW HOUSING UNITS

Were there any building permits issued for new housing units during this period?  
☐ Yes, enter data below.  ☐ No, stop and return this form.

Your report is important even if no permits were issued.

Type of Structure  
- Single-family houses, detached and attached (must meet the following criteria: no unit above or below the other, wall extends from ground to roof, and, separate utilities for each unit) [Exclude manufactured HUD-inspected homes.]
- Two-unit buildings
- Three- and four-unit buildings
- Five-or-more unit buildings

4. ADDITIONAL INFORMATION ON INDIVIDUAL RESIDENTIAL PERMITS, FROM SECTION 3, VALUED AT $1,000,000 OR MORE

If more space is needed, please attach a separate sheet.

Description and Site Address  
Owner or Builder  
Number of Buildings  
Valuation of Construction

5. COMMENTS

(Continue on a separate sheet)

6. PERSON TO CONTACT REGARDING THIS REPORT

E-mail address

Name

Internet web address

Telephone

Fax
INSTRUCTIONS FOR COMPLETING FORM C-404, “REPORT OF BUILDING OR ZONING PERMITS ISSUED FOR NEW PRIVATELY-OWNED HOUSING UNITS”

We estimate this survey will take an average of 8 minutes per response for those who report monthly and 23 minutes for those who report quarterly to annually, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: ECON Survey Comments 0807-0924, U.S. Census Bureau, 4600 Silver Hill Road, Room EMD-6K064, Washington, DC 20233. You may e-mail comments to ECON Survey Comments@census.gov. Be sure to use ECON Survey Comments 0807-0934 as the subject.

GENERAL INSTRUCTIONS FOR EACH SECTION

3a. No permits issued – Return your form even if no permits were issued, after marking the box next to “No” in this section.

3b. Single-family houses, detached and attached – Include all new privately-owned detached and attached single-family houses.

3c. Two-unit buildings – Include all new privately-owned residential buildings that contain two housing units, and do not meet all criteria of attached single-family as shown under Section 3b.

3d. Three- and four-unit buildings – Include all new privately-owned residential buildings that contain three or four housing units, and do not meet all criteria of attached single-family as shown under Section 3b.

3e. Five-or-more unit buildings – Include all new privately-owned residential buildings that contain five or more housing units, and do not meet all criteria of attached single-family as shown under Section 3b.

4. ADDITIONAL INFORMATION ON INDIVIDUAL RESIDENTIAL PERMITS, FROM SECTION 3, VALUED AT $1,000,000 OR MORE – Enter additional data from individual permits which were authorized during this period, or more in Section 3. If more than two such permits were issued, attach a separate sheet.

5. COMMENTS – Enter any explanations, miscellaneous notes or questions. Include any revisions to data entered on previous forms, identifying the applicable survey period, the type of structure (Section 3b–e) and corrected entries.

6. PERSON TO CONTACT REGARDING THIS REPORT – Please fill in any blank areas or make any corrections to information already entered in these fields.

INSTRUCTIONS FOR CLASSIFYING RESIDENTIAL BUILDINGS

RESIDENTIAL BUILDINGS

Residential buildings are buildings containing one or more housing units. A housing unit is a house, an apartment, a group of rooms or a single room intended for occupancy as a separate living quarters. Separate living quarters are those in which the occupants live separately from any other individuals in the building and which have a direct access from the outside of the building or through a common hall.

Some jurisdictions issue separate permits for individual units of a multifamily building. In this case, report the total number of units expected in a multifamily building when the first units are authorized. If the total number of buildings, units and valuation for the entire project is unknown, indicate in Section 5 all our staff. Do NOT report permits for individual units in multifamily buildings separately.

Some jurisdictions issue building permits for residential construction in phases: foundation, shell or superstructure, and interior finishing. In this case, include the number of buildings, housing units and valuation for the intended building when the shell or superstructure permit is issued. Include foundation and interior finishing permits only when issued separately and a valuation of construction is available. In these two cases, enter the valuation in Section 3b–e, depending on the number of housing units in the intended superstructure, and zero for the buildings and units.

PERMITS TO INCLUDE

• privately-owned residential buildings, which include all residential buildings owned or partially owned by a private company or an individual during the period of construction
• housing for the elderly, such as assisted living facilities, that do not have 24-hour skilled nursing care
• "tunkey" housing, which is housing that will be sold to a local public housing authority when completed
• all housing built by nonprofit organizations
• buildings manufactured partially off-site and transported and assembled at the construction site, such as prefabricated, panelized, precast structural and modular (these do not include manufactured mobile HUD-inspected homes)
• residential permits issued in phases, as described above
• permits for multifamily housing units issued as commercial
• reissued expired permits with significant changes to construction plans

PERMITS TO EXCLUDE

• publicly-owned buildings
• nonresidential buildings
• moved or relocated buildings
• farm buildings, such as silos, barns, etc.
• manufactured (mobile) HUD-inspected homes including related foundations and placement pads
• group quarters, such as dormitories, jails, nursing homes, etc.
• hotels, motels
• other structures on residential property, such as sheds, garages, pools, etc., when permitted separately
• landscaping
• demolitions
• maintenance and repair, which are expenses to keep a property in ordinary working condition
• residential additions, alterations, renovations and conversions
• inspections
• certificates of occupancy for residential construction
• separate permits issued for mechanical, electrical or plumbing work
• reissued expired permits if construction plans have not changed

MISCELLANEOUS CLASSIFICATION INSTRUCTIONS

• Enter a building in only one category in Section 3. If you cannot determine a category, please call our office.
• If a building has mixed residential and nonresidential use, enter the housing units based on the residential portion of the building. Please estimate the valuation based on the residential portion of the building only.
• Classify all buildings that are being totally rebuilt on an existing foundation as new construction.
• Type of ownership (e.g. condominium, cooperative, timeshare, etc.) is NOT considered when classifying a building.