

FORM **C-404**  
(12-19-2011)

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

U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU

**Please read instructions on the back of this form.**  
For further assistance, call **1-800-845-8244**, or e-mail us at **MCD.RCB.BPS@census.gov**

**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:**  
**http://econhelp.census.gov/bps**

Use your unique username and original password.

Username: \_\_\_\_\_

Password: \_\_\_\_\_

Sample Form

*(Please correct any errors in name, address, and ZIP Code)*

**1. PERIOD IN WHICH PERMITS WERE ISSUED**

**2. GEOGRAPHIC COVERAGE** *(For our latest information on your office's coverage, see [www.census.gov/construction/bps/pdf/footnote.pdf](http://www.census.gov/construction/bps/pdf/footnote.pdf))*  
**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.

051 <input type="checkbox"/> Permits no longer required to build new residential buildings	Effective Date	
052 <input type="checkbox"/> Permit office has merged with another permit jurisdiction . . .	Effective Date	Name of permit jurisdiction with which your office has merged
053 <input type="checkbox"/> Permit office has split into two or more jurisdictions . . . . .	Effective Date	Name of additional jurisdiction(s) now issuing permit(s)
054 <input type="checkbox"/> Extraterritorial jurisdiction(ETJ)/Annexation . . . . .	Effective Date	Define ETJ or annexation

**3. NEW HOUSING UNITS**

**a. 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	Total Number of		Total Valuation of Construction (\$ value - omit cents) (3)
	Buildings (1)	Housing Units (2)	
101 <b>b.</b> Single-family houses, <b>detached and attached</b> (must meet the following criteria: no unit above or below the other; wall extends from ground to roof; and, separate utilities for each unit) <i>[Exclude manufactured HUD-inspected homes.]</i>			
103 <b>c.</b> Two-unit buildings			
104 <b>d.</b> Three- and four-unit buildings			
105 <b>e.</b> 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 (1)	Owner or Builder (2)	Number of		Valuation of Construction (\$ value - omit cents) (5)
		Buildings (3)	Housing Units (4)	
Kind of building _____ Site address _____ City, State, ZIP Code _____	Name _____ Address _____ City, State, ZIP Code _____			
Kind of building _____ Site address _____ City, State, ZIP Code _____	Name _____ Address _____ City, State, ZIP Code _____			

**5. COMMENTS** *(Continue on a separate sheet)*

**6. PERSON TO CONTACT REGARDING THIS REPORT**

Name	E-mail address
Telephone	Internet web address
	Fax

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

Public reporting burden for this collection of information is estimated to vary from 3 to 23 minutes per response. The average is 8 minutes per response for those that report monthly and 23 minutes for those that report annually. This includes 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 the burden estimate or any other aspect of this collection of

information, including suggestions for reducing this burden, to: Paperwork Project 0607-0094, U.S. Census Bureau, 4600 Silver Hill Road, AMSD - 3K138, Washington, DC 20233. You may e-mail comments to [paperwork@census.gov](mailto:paperwork@census.gov); use "Paperwork Project 0607-0094" as the subject. This agency may not collect this information, and you are not required to complete this form, unless it displays a current valid Office of Management and Budget (OMB) control number.

## GENERAL INSTRUCTIONS FOR EACH SECTION (Use your unique username and password provided to report via Internet: <http://econhelp.census.gov/bps>) (Answers to Frequently Asked Questions can be found at [www.census.gov/permitsfaq](http://www.census.gov/permitsfaq))

- 1. PERIOD IN WHICH PERMITS WERE ISSUED** – Include all privately-owned residential permits which were authorized during the **month** or **year** shown.
- 2. GEOGRAPHIC COVERAGE** – If there has been a change in the area covered by your office, enter explanations in space provided next to selections 051–054 as applicable. If more space is needed, continue in Section 5. To review our latest information on your office's coverage, see [www.census.gov/construction/bps/pdf/footnote.pdf](http://www.census.gov/construction/bps/pdf/footnote.pdf). Report discrepancies by either entering in Section 5, calling 1–800–845–8244 with the information or e-mailing us at [MCD.RCB.BPS@census.gov](mailto:MCD.RCB.BPS@census.gov).  
**051 (Discontinued)** – Permits are no longer required, by law, to build new residential buildings (i.e., new homes, new apartments).  
**052 (Merged)** – Another jurisdiction has taken over the responsibility of issuing permits for your office; OR Your office has taken over the responsibility of issuing permits for another office.  
**053 (Split)** – Permit office no longer covers a particular jurisdiction because: (1) that area now issues its own building permits; (2) another jurisdiction issues the permits for that area; or (3) that area no longer requires permits.  
**054 (Extraterritorial jurisdiction (ETJ)/Annexation)** – Permit office is now responsible for additional land area outside of its original boundaries.  
Also report in Section 5, if your permit office officially changed its name, had a spelling correction, or political description change (i.e., from town to city, city to village, etc.)
- 3. NEW HOUSING UNITS** – Summarize information for number of buildings, number of housing units, and valuation of construction as shown on the building or zoning permit. Enter the valuation as shown on the permit. If no valuation is listed, enter your best estimated value. If no value is required, annotate in Section 5. When the acronym "NVR" (No Value Required) appears in the address label area, comments referencing value are no longer necessary.
- 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. Include attached single-family houses, known commonly as townhouses or row houses, where: (1) each unit is separated from adjoining units by a wall that extends from ground to roof, (2) no unit is above or below another unit, and (3) each unit has separate heating and separate utility meters.
- 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 valued at \$1,000,000 or more included 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 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 or call 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
- "turnkey" 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, precut, sectional 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 staff.
- 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.