



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

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 control number.

## GENERAL INSTRUCTIONS FOR EACH SECTION

*(Answers to Frequently Asked Questions can be found at [www.census.gov/permitsfaq](http://www.census.gov/permitsfaq))*

**1. PERIOD PERMITS WERE ISSUED** – Include all privately-owned residential permits which were authorized during the **month** or **year** shown.

**2. GEOGRAPHIC COVERAGE**  
*(Give detailed explanation of the change in Section 5)*

051 **Discontinue** – A building permit is no longer a requirement in your geographic coverage area.

052 **Merger** – Permit office has stopped issuing permits because it has merged with another permit-issuing jurisdiction. That new office has taken over the responsibility of issuing building permits for your office.

053 **Split** – Your permit office no longer covers a particular jurisdiction because that area now issues its own building permits.

054 **Extraterritorial jurisdiction/Annexation** – Permit office is now responsible for additional land outside of its original boundaries.

**3. NEW RESIDENTIAL BUILDINGS** – 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.

**Item 101 – Single-family houses, attached and detached** – Include all new privately-owned attached and detached 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.

**Item 103 – Two-unit buildings** – Include all new privately-owned residential buildings that only contain 2 housing units, and do not meet the definition of attached single-family as shown under Item 101. All units must be stacked or share common utilities.

**Item 104 – Three and four-unit buildings** – Include all new privately-owned residential buildings that only contain 3 or 4 housing units, and do not meet the definition of attached single-family as shown under Item 101. All units must be stacked or share common utilities.

**Item 105 – Five or more unit buildings** – Include all new privately-owned residential buildings that only contain 5 or more housing units, and do not meet the definition of attached single-family as shown under Item 101. All units must be stacked or share common utilities.

**Item 109 – Total** – Sum of the data reported in Items 101 through 105, (101+103+104+105) for housing units, and valuation of construction. **Do not** total buildings.

**4. INDIVIDUAL RESIDENTIAL PERMITS AUTHORIZING CONSTRUCTION VALUED AT \$500,000 OR MORE** – Please enter data in this section for individual permits valued at \$500,000 or more included in Section 3 above. If more than two such permits were issued, attach a separate sheet.

**5. COMMENTS** – Enter any explanations from Section 2, miscellaneous notes or questions. Include any revisions to data entered on previous forms.

**6. CONTACT INFORMATION** – Please fill in any blank areas or make any corrections to information already entered in these fields. Enter the Internet web address for your permit office, if applicable.

## 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.

### 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, paneled, pre-cut, sectional and modular (these do not include "mobile-HUD inspected" homes)
- foundation and interior finishing permits only when issued separately and a valuation of construction is shown (Include data on the proper line item depending on the number of housing units in the intended superstructure. Enter zero for the buildings and units in Items 101–105.)

### PERMITS TO EXCLUDE

- publicly-owned buildings
- **manufactured (mobile-HUD inspected) homes** including related foundations and pads
- group quarters, such as dormitories, jails, nursing homes, etc.
- hotels/motels
- landscaping
- demolitions
- nonresidential buildings
- moved or relocated buildings
- maintenance and repair, which are expenses to keep a property in ordinary working condition
- farm buildings, such as silos, barns, etc.
- residential additions, alterations, renovations and conversions
- other structures on residential property, such as sheds, garages, pools, etc.

### MISCELLANEOUS CLASSIFICATION INSTRUCTIONS

- Enter a building in only one category. If you cannot determine a category, please call our staff on 1-800-845-8244.
- 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 re-built on an existing foundation as new construction.
- Type of ownership (e.g. condominium, cooperative, timeshare, etc.) is **NOT** considered when classifying a building.