

**Attention:  
Building or Zoning Permit Officials**

**The U.S. Census Bureau is very pleased to announce that electronic reporting will be available for the Building Permits Survey beginning next month!**

Effective July 1, 2011 (for permits issued in June 2011), we will offer electronic reporting as an additional method of responding to the Building Permits Survey (BPS). Form C-404, "REPORT OF BUILDING OR ZONING PERMITS ISSUED FOR NEW PRIVATELY-OWNED HOUSING UNITS", will display your Username and Password needed to access the BPS questionnaire via Internet. Please review the sample of the updated version of Form C-404 below, which you will receive next month. The updates include:

- Username and Password for electronic reporting are included
- Assistance with reporting and answers to Frequently Asked Questions will be available at [www.census.gov/econhelp/bps](http://www.census.gov/econhelp/bps)
- Instructions regarding permits to include and exclude have been revised to clarify that reissued expired permits should be included only if there have been significant changes to construction plans.

If you have questions, please call the Residential Construction Branch on 1-800-845-8244 or email us at [MCD.RCB.BPS@census.gov](mailto:MCD.RCB.BPS@census.gov).

**DUE DATE:** 10/31/2011  
OMB No. 0607-0094; Approval Expires 03/31/2013

**Form C-404**  
**REPORT OF BUILDING OR ZONING PERMITS ISSUED FOR NEW PRIVATELY-OWNED HOUSING UNITS**  
U.S. DEPARTMENT OF COMMERCE  
Economic 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](mailto: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: [www.census.gov/econhelp/bps](http://www.census.gov/econhelp/bps)  
Use your unique username and original password.

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

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

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

**2. GEOGRAPHIC COVERAGE** (For our latest information on your office's coverage, see [www.census.gov/permitafaq/](http://www.census.gov/permitafaq/))  
**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  Permits no longer required to build new residential buildings. Effective Date: \_\_\_\_\_

052  Permit office has merged with another permit jurisdiction. Effective Date: \_\_\_\_\_ Name of permit jurisdiction with which your office has merged: \_\_\_\_\_

053  Permit office has split into two or more jurisdictions. Effective Date: \_\_\_\_\_ Name of additional jurisdiction(s) now issuing permit(s): \_\_\_\_\_

054  Extrajurisdictional jurisdiction (ETJ)/Annexation. Effective Date: \_\_\_\_\_ Define ETJ or annexation in miles: \_\_\_\_\_

**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)
	Buildings (1)	Housing Units (2)	
101 b. 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.]			
102 c. Two-unit buildings			
104 d. Three- and four-unit buildings			
105 e. 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	Name			
Site address	Address			
City, State, ZIP Code	City, State, ZIP Code			
Kind of building	Name			
Site address	Address			
City, State, ZIP Code	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

U.S. CENSUS BUREAU  
See instructions on reverse side.

**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 - 3K136, 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: [www.census.gov/econhelp/bps](http://www.census.gov/econhelp/bps))  
(Answers to Frequently Asked Questions can be found at [www.census.gov/econhelp/bps](http://www.census.gov/econhelp/bps))

**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** - 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/econhelp/bps](http://www.census.gov/econhelp/bps). 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** - A building permit is no longer required to build new residential buildings.

**052** - Permit office has stopped issuing permits because another permit-issuing jurisdiction has taken over the responsibility of issuing building permits for your office.

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

**054** - Permit office is now responsible for additional land outside of its original boundaries.

**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.

**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 EXCLUDE**

- publicly-owned buildings
- non-residential 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.

FORM C-404 (06-10) 2010

To view a larger version of the Form C-404 go to: <http://www.census.gov/www/c404.pdf>