

**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 that report monthly and 23 minutes for those that report annually to complete, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Email comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: eid.rcb.customer.service@census.gov; use EID Survey Comments 0607-0094 as the subject.

GENERAL INSTRUCTIONS FOR EACH SECTION
***(Use your unique username and password provided to report via Internet:
econhelp.census.gov/bps)***
(Answers to Frequently Asked Questions can be found at 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. Report discrepancies by either entering in Section 5, calling 1–800–845–8244 with the information or e-mailing us at EID.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 include new housing units permitted in the annexed land area/ETJ in Section 3.
- 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 \$2,000,000 OR MORE** – Enter additional data from individual permits valued at \$2,000,000 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
- accessory dwelling units (ADU) that are new structures. An ADU is a room or set of rooms designed for separate living. Include if ADU is:
 - > detached and built on same lot as existing main structure
 - > attached and built at the same time the main structure is being constructed
 - > attached to main structure via a walkway
 - > detached from existing structure but share utilities with main structure
 - > built over an existing detached garage - using the detached garage as the foundation for the ADU

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
- ADU, if:
 - > an addition
 - > an alteration – i.e., changed roof line to accommodate ADU
 - > a conversion

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.