

BUILDING PERMITS SURVEY

— DATA ON THE NUMBER OF NEW HOUSING
UNITS AUTHORIZED BY BUILDING PERMITS
([U.S. CENSUS BUREAU](#))

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Planning Directors Technical Advisory Committee
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Metropolitan Washington
Council of Governments

Building Permits Survey - Background

- The Building Permits Survey (BPS) provides national, state, and local statistics on the number and valuation of new privately-owned housing units authorized by building permits in the United States. The U.S. Code, Title 13, authorizes this survey and provides for voluntary responses.
- Statistics from the BPS are based on reports **submitted by local building permit officials** in response to a voluntary mail survey. The data are collected using [Form C-404](#), "Report of Building or Zoning Permits Issued for New Privately-Owned Housing Units."
- **Collected data includenumber, construction cost,....**
- Data are available monthly, year- to- date, and annually at the national, state, selected metropolitan area, county and place levels.

U.S. Census Bureau – Building Permits Survey Form (C-404)

DUE DATE: **Form C-404** U.S. DEPARTMENT OF COMMERCE U.S. CENSUS BUREAU
(11-7-2019)

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

IMPORTANT:
 Please see the back of this form for more information and instructions for completing the survey.
 For further assistance, call 1-800-845-8244, or e-mail us at EID.RCB.BPS@ensus.gov

Other Reporting Options:
 Via Mail:
 U.S. Census Bureau
 1201 East 10th Street
 Jeffersonville, IN 47132 0001
 Via Fax: 1-877-273-9501

U.S. Census Bureau
(Please correct any errors in name, address, and ZIP Code)

Please report online at econhelp.census.gov/bps

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/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.

001 Permits no longer required to build new residential buildings Effective Date _____
 002 Permit office has merged with another permit jurisdiction Effective Date _____ Name of permit jurisdiction with which your office has merged _____
 003 Permit office has split into two or more jurisdictions Effective Date _____ Name of additional jurisdiction(s) now issuing permits _____
 004 Extrajurisdictional 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 date 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)	
001 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.]			
002 c. Two-unit buildings			
003 d. Three- and four-unit buildings			
004 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) (3)
		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

SAMPLE FORM

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.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: EID Survey Comments 0607-0094, U.S. Census Bureau, 4600 Silver Hill Road, Room EID-7018, Washington, DC 20232. You may email comments to eid.cb.customer.service@ensus.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)

- PERIOD IN WHICH PERMITS WERE ISSUED** - Include all privately-owned residential permits which were authorized during the month or year shown.
- GEOGRAPHIC COVERAGE** - If there has been a change in the area covered by your office, enter separations in space provided next to selections 001-004 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 writing in Section 5, calling 1-800-845-8244 with the information or e-mailing us at EID.RCB.BPS@ensus.gov.
 - 001 (Discontinued)** - Permits are no longer required, by law, to build new residential buildings (i.e., new homes, new apartments).
 - 002 (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.
 - 003 (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; and (3) that area no longer requires permits.
 - 004 (Extrajurisdictional 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.)
- 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 value 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.
- NO PERMITS ISSUED** - Return your form even if no permits were issued, either marking the box next to "No" in this section.
 - 001 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.
 - 002 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.
 - 003 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.
 - 004 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.
- 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.
- COMMENTS** - Enter any explanations, miscellaneous notes or questions. Include any revisions to data entered on previous forms, identifying the applicable survey period, the building or zoning permit, and corrected entries (Section 3b-e) and corrected entries.
- 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
- "transient" 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 premanufactured, precast, 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
- missued 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
 - detached 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
- expansions
- certificates of occupancy for residential construction
- separate permits issued for mechanical, electrical or plumbing work
- missued 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 as new construction.
- Classify all buildings that are being totally rebuilt on an existing foundation as new construction.
- Type of ownership (e.g. condominium, cooperative, timeshares, etc.) is NOT considered when classifying a building.

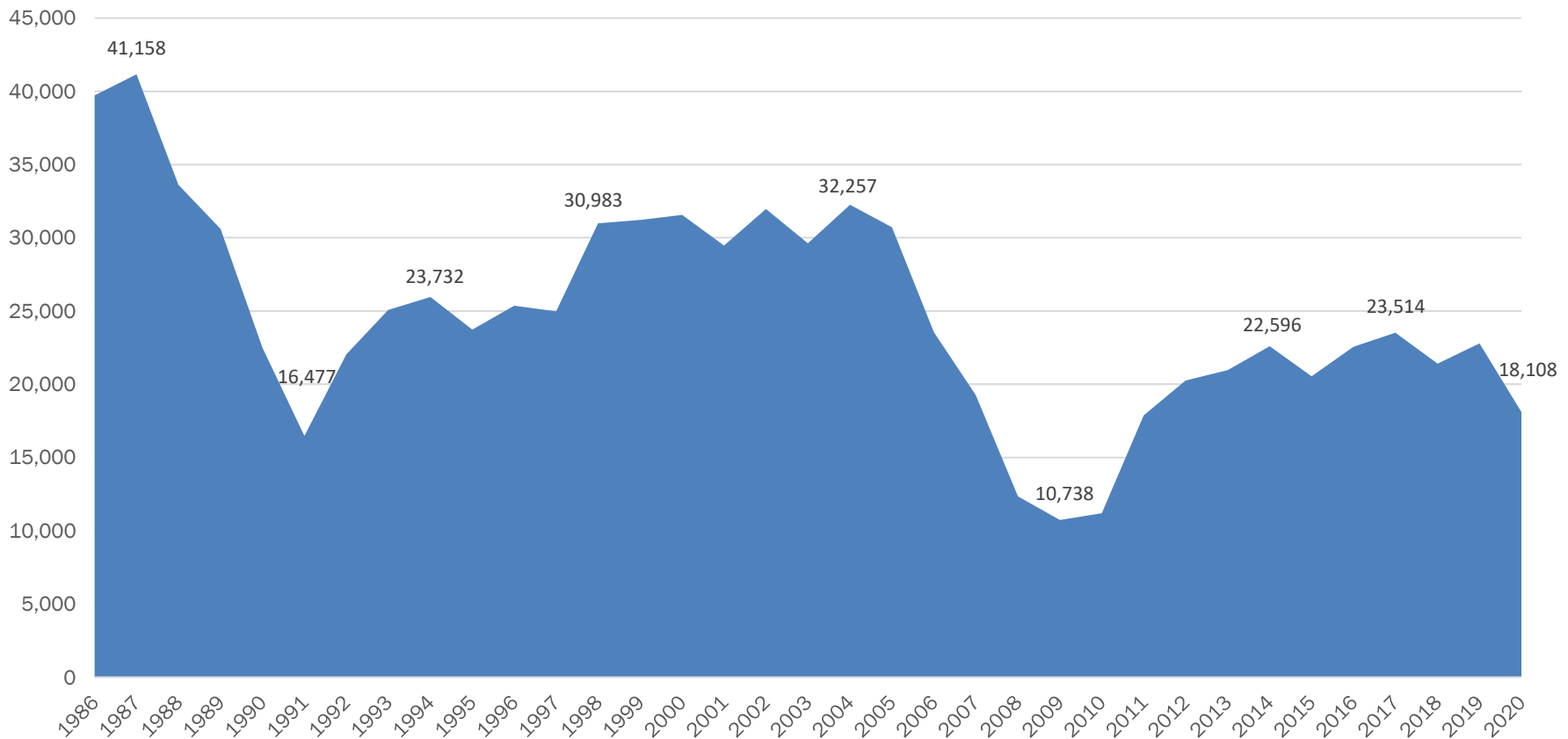
See instructions on reverse side.

FORM C-404 (11-7-2019)

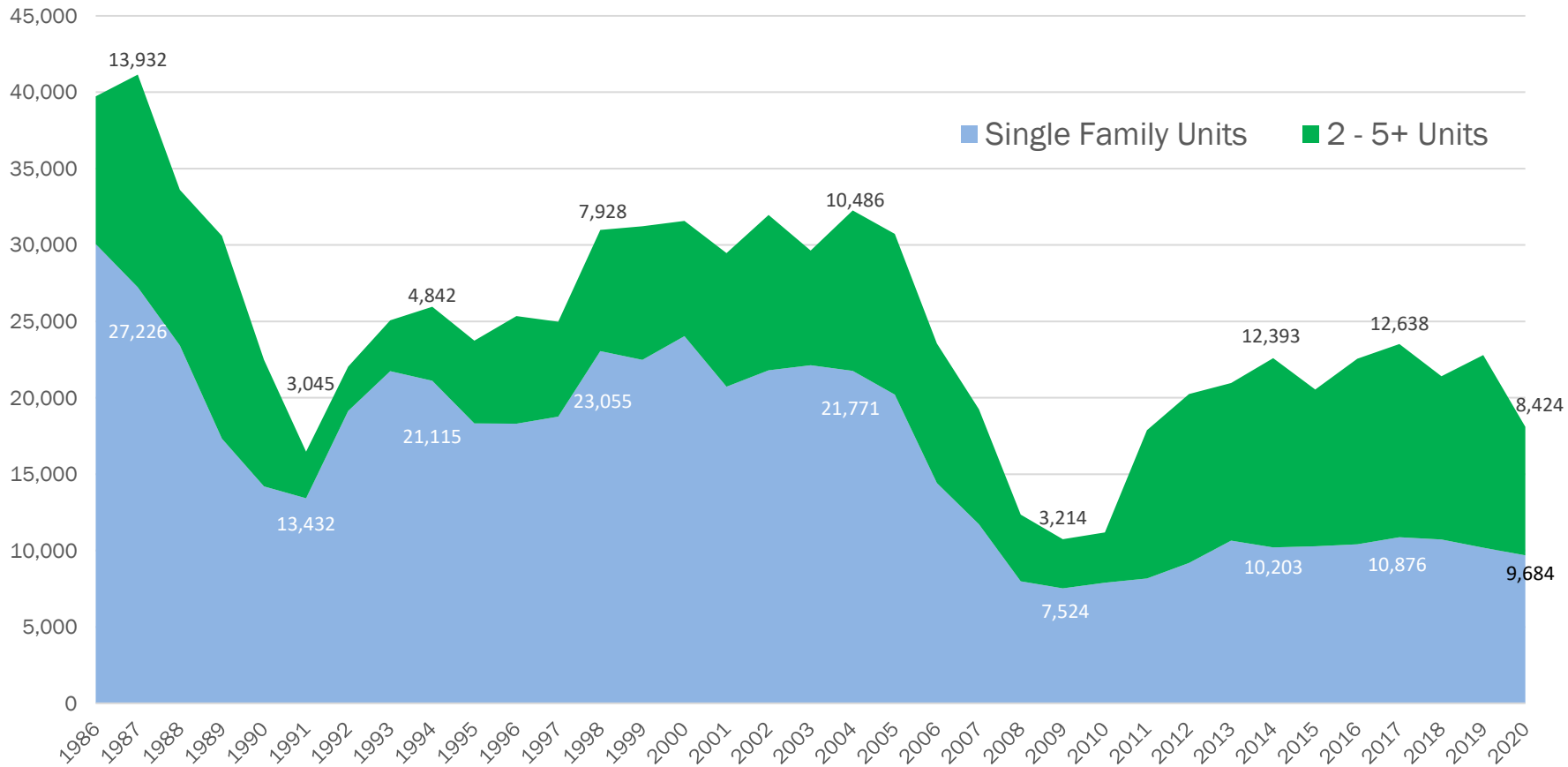


“Total Units”

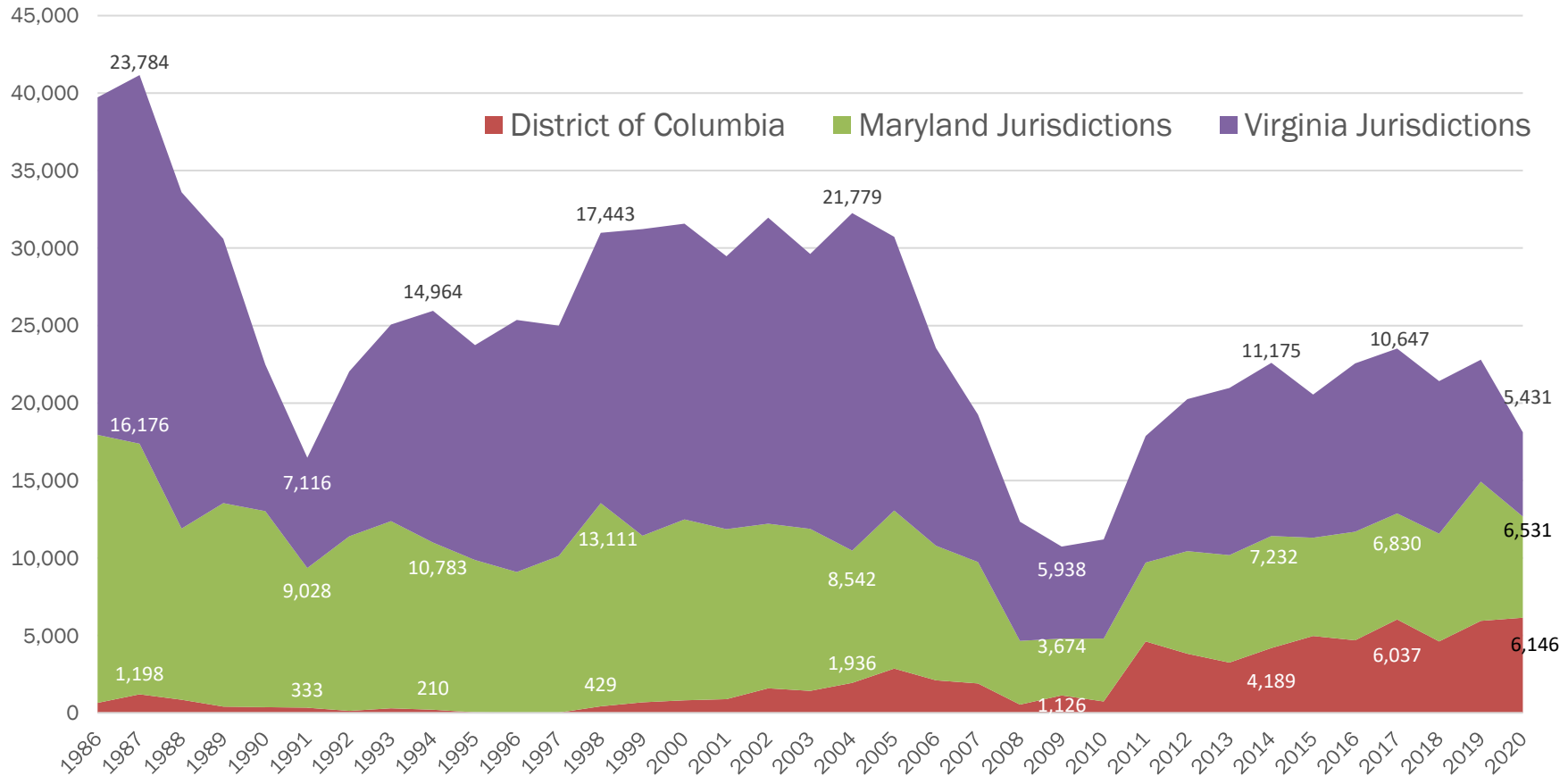
New Privately Owned Housing Units COG Region, 1986 – 2020 (Annual)



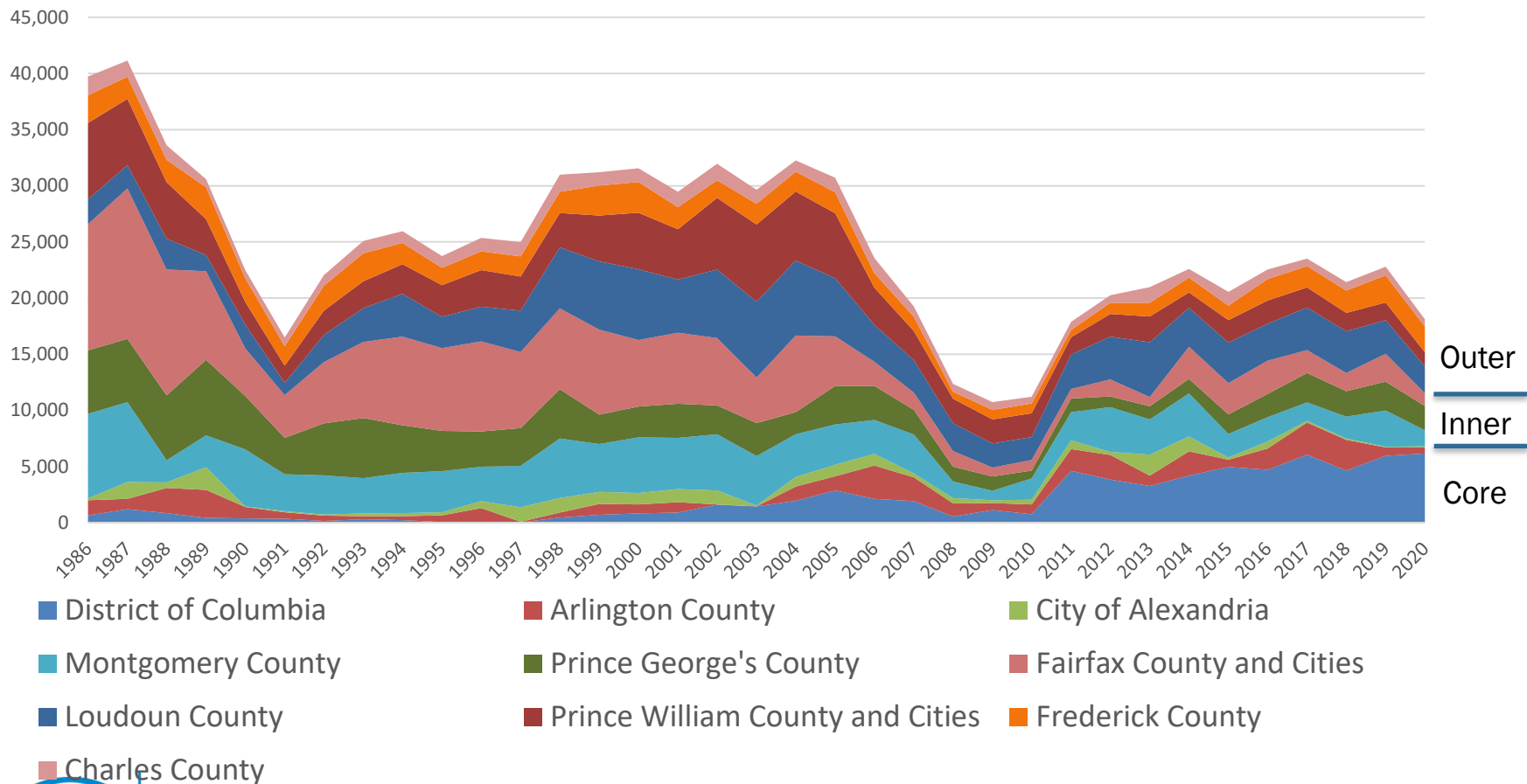
“Single Family Units” and “2 - 5+ Units” New Privately Owned Housing Units COG Region, 1986 - 2020 (Annual)



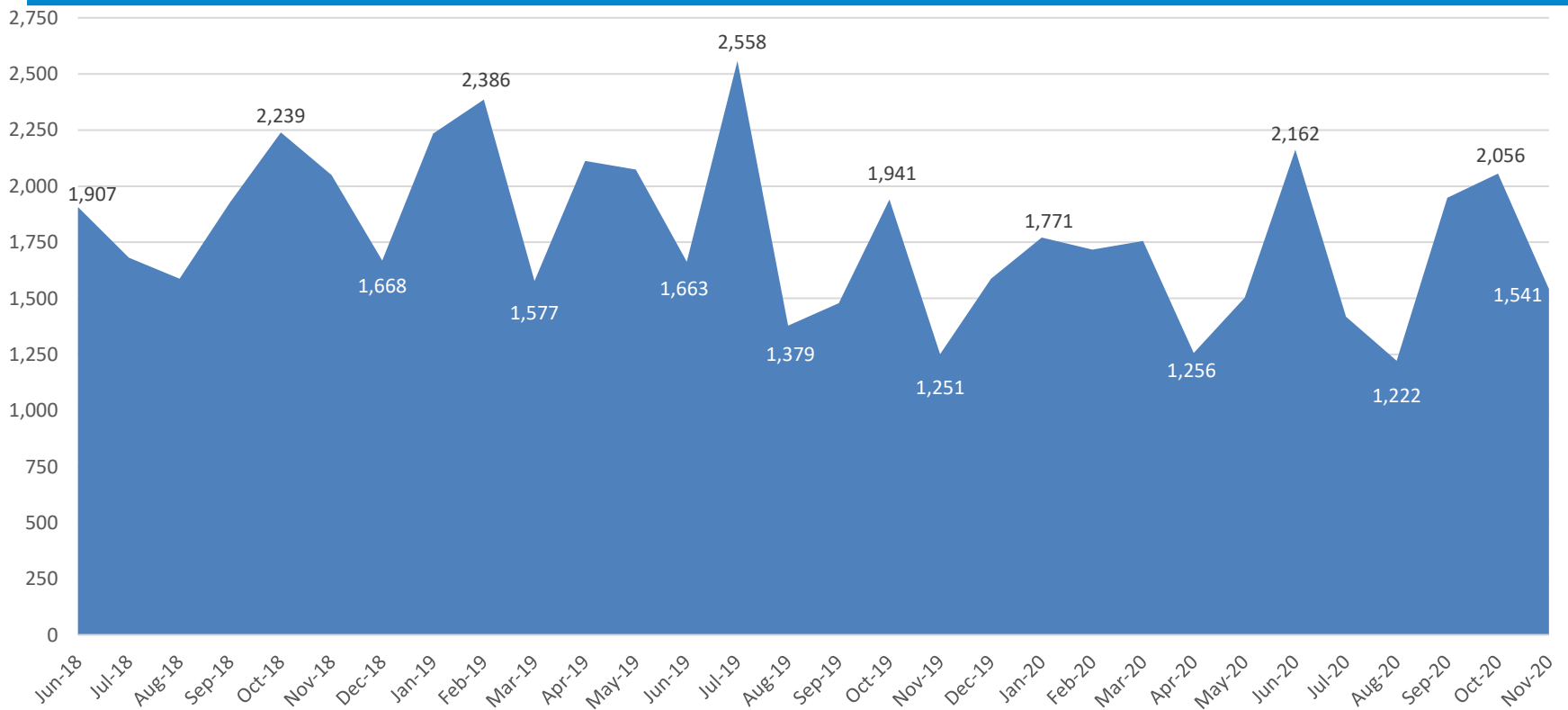
“Total Units” New Privately Owned Units by “State” 1986 – 2020 (Annual)



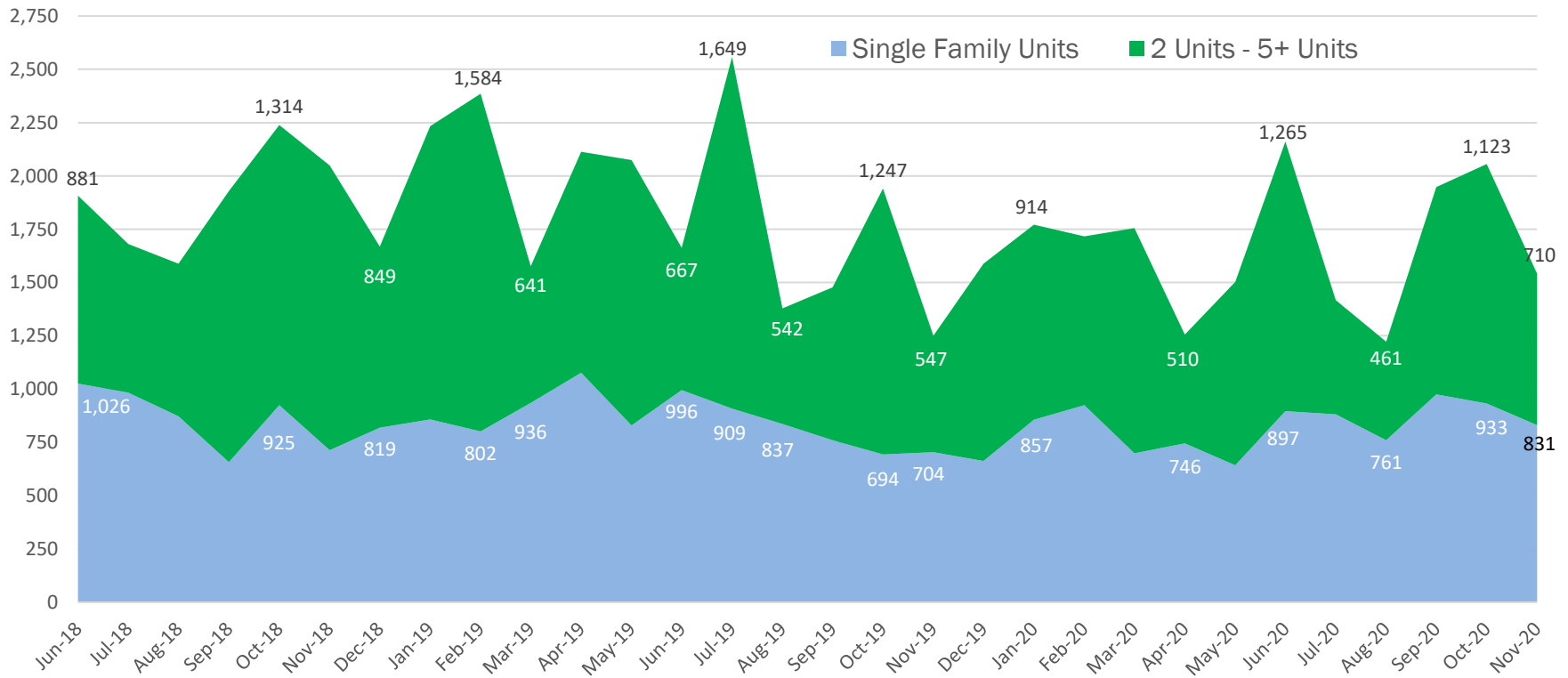
“Total Units” New Privately Owned Housing Units Authorized in COG Jurisdictions, 1986 -2020 (Annual)



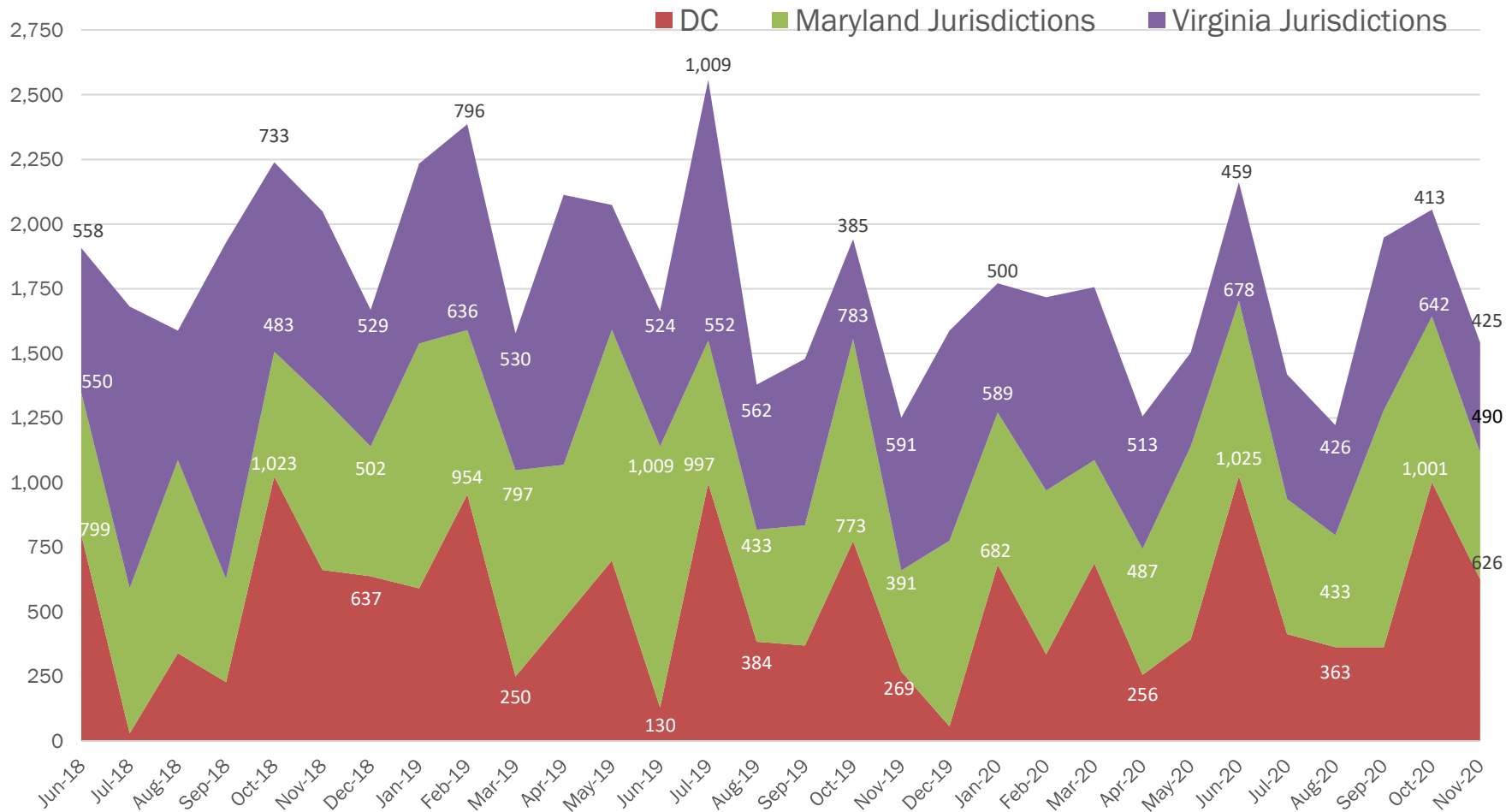
“Total Units” New Privately Owned Housing Units Authorized – COG Region June 2018–November 2020 (Monthly)



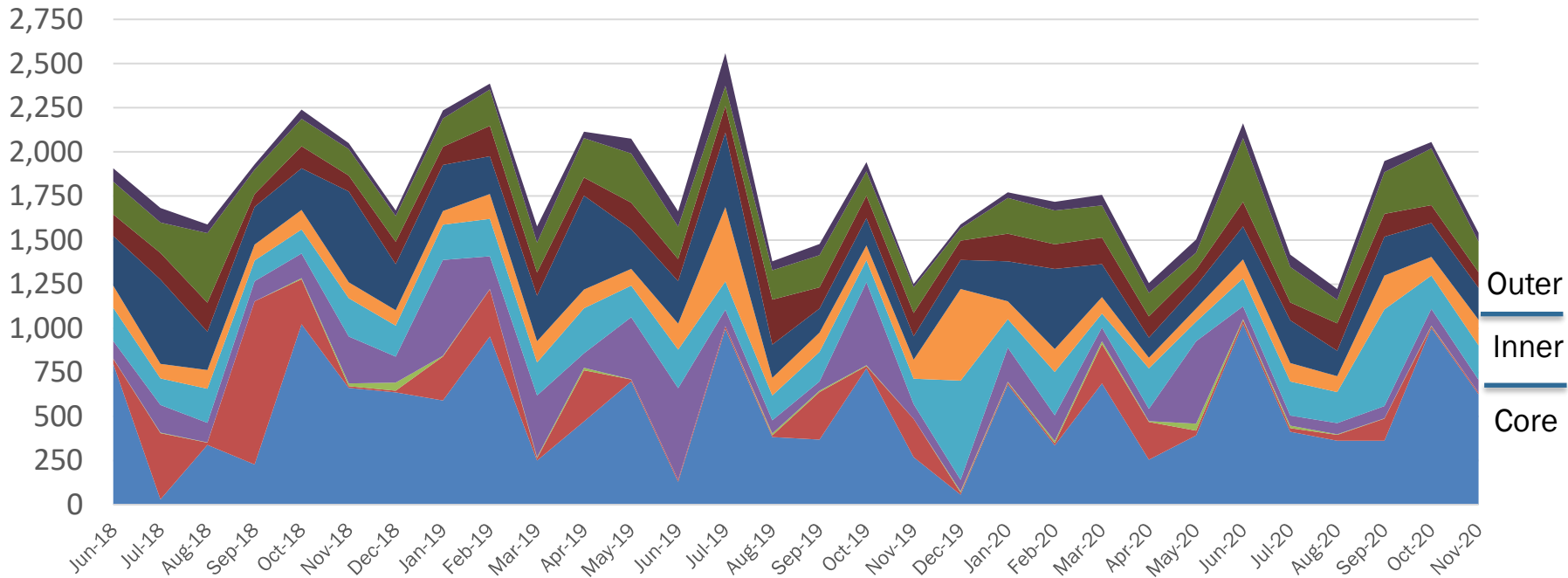
“Single Family Units” and “2 – 5+ Units” New Privately Owned Housing Units Authorized – COG Region June 2018 – November 2020 (Monthly)



“Total Units” New Privately Owned Housing Units Authorized by “State” June 2018 – November 2020 (Monthly)



“Total Units” New Privately Owned Housing Units Authorized by Jurisdiction June 2018 – November 2020 (Monthly)



- District of Columbia
- Montgomery County
- Loudoun County
- Charles County
- Arlington County
- Prince George's County
- Prince William County and Cities
- City of Alexandria
- Fairfax County and Cities
- Frederick County

Questions?

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