

WHAT DO YOU NEED TO ATTACH TO YOUR BUILDING PERMIT??

A drawing (sketch) with setbacks of your proposed project.

A materials list for the Building Inspector

The Valuation should include all materials and labor costs (even if you do it yourself, include labor costs)

If you are adding to the existing footprint of the structure, this will need to be approved by Planning and Zoning.

If you are unsure of your setbacks, please find your survey pins for the Zoning Commissioner.

If you have not had a survey done, please do so to continue with this project. This City is not in the business of marking your property for you.

After you have all of your paperwork in place, it then will be submitted to our City Building Inspector for approval of the permit. He will call you with any questions he may have regarding your project.

Once the Building Inspector signs off, (Zoning if needed to sign off) and your fee has been paid, you are now ready to begin your project.

If project has begun prior to the City Officials signing off, the "After the Fact" permit fee will be applied. The fee for this is double the permit fee.