ITEMS NEEDED TO SECURE A BUILDING PERMIT FOR SINGLE FAMILY/ TWO FAMILY DWELLING

Check list must be initialed by the person submitting application.

1.) ______Completed Application for Construction
2.) ______Surety Bond Submitted (bond form, power of attorney, surety bond, secretary of state information) Homeowners are exempt from having to bond if doing their owner work.
3.) ______Plot Plan which is a drawing of the lot showing the dimensions of the lot and the location of any existing structures. This should show distances to all property lines and distance between structures. This will also show where the proposed structure will be built. (example attached)
   **Note: Property Pins need to be located & staked for new constructions.**
4.) ______Driveway: Provide location and width of driveway.
5.) ______Water Meter: Provide size and location of meter (cannot be in concrete).
6.) ______Location in a Flood Plain: flood plain encroachment permit may be required.
7.) ______2 sets of plans containing the following:
   Building Plans to include footing, floor and frame
   Floor Plan (layout & size of construction must be indicated)
   Electrical Plans
   Plumbing Plans
   Mechanical Plans
8.) ______Contractors: Names of building, plumbing, electrical and mechanical contractors.
9.) ______Storm Water Fees may apply.
10.) ______Sidewalks may be required. Ordinance passed & effective 03/2016.

The Code Department is committed to a 3-5 business day review and approval if all information is submitted correctly. Incomplete submittals may result in a longer review time.

Applicant: ____________________________ Date: ______________________

Received by: __________________________ Date: ______________________