

Necessary Information Before a Building Permit Will Be Issued. (May not apply to all municipalities.)

FOR NEW HOMES;

1. 2 plats* of survey or plot plans showing distances to lot lines and other buildings.
2. 2 copies* of an Erosion Control Plan.
3. 2 sets* of building plans.
4. 2 copies* of energy work sheet (heat loss calculations).
5. Copy of sanitary permit (if applicable).
6. Completed application*, including contractors certification numbers and phone numbers. Include the estimated cost.
7. **Signed cautionary statement*** if home owner is requesting permit. (On back of application.)
*One copy will be returned to you with your permit

FOR COMMERCIAL BUILDINGS, New & Additions;

1. 2 plats* of survey or plot plans showing distances to lot lines and other buildings.
2. 2 copies* of an Erosion Control Plan.
3. 2 sets* of building plans or 1 set of State Approved building plans.
4. Completed application*, including contractors certification numbers and phone numbers. Include the estimated cost.
5. **Signed cautionary statement*** if owner is requesting permit. (On back of application.)
* One copy will be returned to you with your permit

FOR ADDITIONS, ALTERATIONS, and ACCESSORY BUILDINGS;

1. 2 sets* of building plans
2. 2 copies* of a plot plan showing existing structures, proposed work, setbacks, & erosion control.
3. Completed application*, including contractors certification numbers and phone numbers. Include the estimated cost.
4. **Signed cautionary statement*** if owner is requesting permit. (On back of application.)
* One copy will be returned to you with your permit

FOR FENCES and SIGNS;

1. Plot plan showing existing structures, proposed work, and setbacks.
2. Picture or sketch showing what it will look like.
3. Completed application. Include the estimated cost.

[Please Return Any Forms/Materials Not Needed For Your Project With Application]

REQUIRED INSPECTIONS

1. FOOTINGS:

After forms are in place and before cement is placed.

2. FOUNDATION:

(Commercial only) After forms are in place, before cement is placed.

(All projects) After drain tile and foam is in place, prior to backfilling.

3. ELECTRIC SERVICE ENTRANCE:

Prior to connection.

4. UNDER-FLOOR PLUMBING:

Any plumbing prior to being covered with air test on. (Concrete/Basement & garage.)

5. UNDER FLOOR VAPOR RETARDER:

Prior to being covered.(Concrete/Basement floor)

6. ROUGH-IN: Prior to concealing any work

A. Construction (truss plans required when applicable)

B. Rough electrical

C. Rough plumbing (with air test on)

D. Rough HVAC

For Residential all four (4) must be ready at the same time or an additional fee will be charged.

7. INSULATION:

After insulation and the vapor retarder are installed.

8. FINAL:(Occupancy)

After all construction, electrical, plumbing, and HVAC are complete **prior to occupying**.