INSTRUCTIONS FOR FILING BUILDING PERMIT APPLICATION

1) Application must be completely filled out, please don’t leave any spaces blank. Do not refer to plans, or answer “same as above.”
2) Have the assessor sign verifying the correct map, block, and lot number and attach a copy of the assessor’s field card.
3) Please submit proof of workers compensation insurance with application or complete affidavit.
4) Include copy of home improvement contractor, or new home builder registration.
5) Commercial work and owner of single family dwelling performing their own work do not need home improvement or new home builder registration.
6) Submit two complete sets of construction drawings for residential & commercial projects.*
   Copies of plan review checklist and code updates are available in the hallway outside the building department.
7) Project description must be detailed example; Single family residence, six bedrooms, three car attached garage, four full baths, three half baths, bonus room over garage, unfinished attic, partial finished basement with half bath, covered front porch, open deck in rear, 6,400 square feet plus or minus.
8) Submit letter of authorization from building owner when acting as owners’ agent. All commercial projects must have letter from building owner authorizing work. If condominium include letter from association allowing project.
9) Permit fee to be collected at issuance of building permit, fee schedule is based on project value. Seventy-five dollars for the first thousand of project value, and ten dollars for each additional thousand dollars of project value.
10) Copies of inspection schedule are available in the hallway outside the building department. Please have complete address, type of inspection, and permit number when calling to schedule inspections. We do not accept inspection requests via voice mail. We will not accept a rough inspection until we have all sub-contractors information.
11) Applications must be submitted to the building department and will be forwarded in house to each land use office. You will receive a call from the building department when your plans have been approved and your permit is ready to be issued.
12) Please complete and submit yellow routing sheet, zoning application signed by owner, and survey if required by the zoning department.
13) Questions regarding surveys, lot coverage, floor area ratio, or set backs to property line should be directed to the planning and zoning office.
14) Questions regarding well or septic system should be directed to the health department.

I hereby swear that I have read, understand and will comply with the “Instructions for Filing Building Permit Application” form.

__________________________________________       ___________________
Applicant/Agent Signature                          Date

Rev. 102518*