



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: _____