

Building Permit Application & Inspection Procedure

All new construction, remodels, additions, enlargements, repair, moving, removal, conversion, demolition, and alterations require a building permit. This includes all plumbing, electrical, and mechanical work, as well as decks, fences, signs, and sheds (over 120 sq ft.).

The application for a building permit **must be filled out completely** including complete contact information and must include the following:

- Building plans in duplicate.
- Site plans that include property lines, existing structures, location of existing structures with measurements to property lines and other structures and location of proposed building or structure.
- Description of work to be performed.

All work performed must conform to the applicable building code and/or City Ordinances.

Work must not commence until all associated fees are paid and an approved building permit issued. A pre-construction conference with the building official may be required prior to the issuance of the permit.

When all requirements listed above have been met, a permit will be issued within 3 business days in most instances. A permit is valid for 1 year and work must commence within 180 days from date of issuance.

Required Inspections: (some circumstances may require additional inspections)

INSPECTION	NOTES
Footing	Prior to pouring concrete
Foundation	Prior to pouring concrete
Sewer/Water/Storm	According to City specifications
Groundwork Plumbing	Wet test required, weather permitting
Plumbing	Prior to interior wall finish. Wet test required, weather permitting
Electrical	Prior to interior wall finish
Mechanical	Prior to interior wall finish
Framing	Prior to interior wall finish
Sidewalk/Approach	
Final	No structure may be occupied until a Certificate of Occupancy is issued

Work must not be completed beyond the point indicated in each inspection without first obtaining the approval of the building inspector. Any portions that do not comply must be corrected and not covered or concealed until authorized. The building inspector can require construction to be removed if the appropriate inspections were not completed.

24-hour notice is required on all inspections. Inspections will be completed by the end of the following business day. **It is the responsibility of the permit applicant to alert the building inspector and schedule necessary inspections or to cancel or reschedule an existing scheduled inspection for any reason.** A possible trip charge may be assessed if you are not ready at the time of the scheduled inspection and a re-inspection is required.

By following these guidelines, the proper inspections can be completed in a timely manner with minimal disruption of your work schedule.