

Building Permit Application Procedure

All application will be processed through the following city departments for review:

Building Department

Fire Department (special requirement: one floor plan to be provided in
1/8" scale)

Planning /zoning

Public works department

911 Coordinator

Each Department then must sign off stating that they have reviewed the information that was provided. The review will be completed within two business days.

1. Application for Building Permits which are for,
 - a. New construction
 - b. Remodel, alterations, and or additions
 - c. Tenant improvements

2. Plans must include the following;
 - a. job name / complete legal address / legal description
 - b. Site plan showing current and or proposed construction
Building orientation and shall provide all dimensions from property lines to structure along with setback requirements.
(Note: special requirements for Fire Prevention Bureau)
 - c. Floor plan. (Note: special requirement for Fire Prevention Bureau 1/8" scale)
 - d. Foundation plan roof and floor framing plan
 - e. Exterior elevations
 - f. Cross sections
 - g. Details
 - h. Finish schedule and specifications
 - i. Mechanical, plumbing, electrical plans and where applicable
Fire protection plans including engineer stamped, calculations and manufactures cut sheets.