

A STEP BY STEP GUIDE TO THE BUILDING PERMITTING PROCESS

Step 1

Pick up the construction permit applications and jacket from construction office.

Step 2

Fill out the construction permits and jacket. The Workers' Compensation Insurance Coverage Information form is also required to be submitted.

Step 3

Visit your local municipal zoning official to see what, if any, prior approvals and local permits are required before construction can begin.

Step 4

After the construction permit jacket has been approved and signed by the local officials, return the construction jacket and permits, along with 2 sets of construction drawings to the construction office.

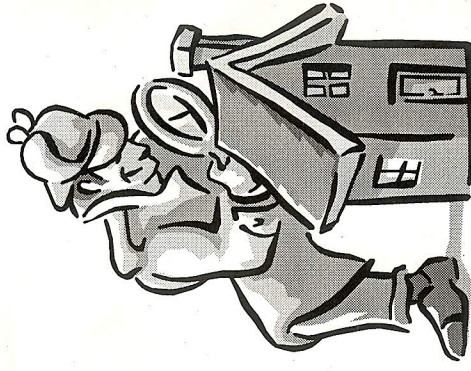
Step 5

The code official and inspectors will review the application and drawings for code compliance. If any more information is required, the construction office will contact you.

Step 6

The construction office will contact you when the application is approved and ready to be picked up. All permit fees are due at this time.

Building Inspection Underwriters, Inc.



Step 7

You are now ready to start construction.

Step 8

Please request inspections 24 hours in advance. Inspection requests can either be phoned or faxed into the office. At each inspection the inspector will leave an inspection sticker notifying you of the result of the inspection. Once an inspection has been approved you may move onto to the next phase.

Step 9

When all final inspections have been approved, a certificate of occupancy will be sent to your municipal zoning official.

Step 10

The municipal zoning official will sign and issue the certificate of occupancy if all prior approvals have been satisfied. Your project is now complete.

WORK REQUIRING PERMITS

Building permits are required for the construction, enlargement, alteration, repair, movement, demolition or the change of occupancy of a residential building.

Permits are also required for the erection, installation, enlargement alteration, repair removal, conversion or replacement of an electrical, gas, mechanical or plumbing system regulated by the Uniform Construction Code.

Please contact your local Building Department for help in determining if a permit is required before undertaking any home improvement projects.

A guide to residential permit applications and the inspection process

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