

Checklist for Building Permit Application

1. Valid E-911 Address, Subdivision and Lot Number (if applicable)
2. Complete application, contact name, address and telephone numbers
3. List of sub-contractors, contact name, address, telephone numbers. (Plumber, Electrician, Mechanical must be licensed, provide the city with a bond and copy of liability insurance, and be registered with the city.)
4. Two (2) sets of plans:
 - a. Site Plan, with drainage pattern, floor elevation relative to curb
 - b. Erosion Control Plan
 - c. Foundation Plan, Floor Plan, Elevations, Electrical/Mechanical Plan
 - d. Heated area square footage, not including masonry
 - e. Note if any portion of lot/parcel is in Flood Zone. If so, Elevation Certificate required.
 - f. Reversed plans, reversed copy must be provided.