

## **BUILDING PERMITS**

Information needed to prepare permit:

1. Stamped Approval/Perk test (Health Dept.)
2. Septic plans (copy)
3. Completed application
4. Contractor's License (copy)
5. Business License (copy)
6. Liability Insurance (copy)
7. 2 sets of plans (copy)
8. Elevation certification
9. Project E-911 address (Map and Parcel # of property)
10. Name, address and phone number of property owner
11. Name, address, phone number and license # of electrician, plumber, and HVAC
12. Name, address, and phone number for building inspector (must be ICC certified inspector)
13. Cost is based on valuation of home (cash, check or money order)

All above items must be received in the permitting office (each and every permit must have these items). Once all information is received by the clerk it can take up to 5 business days for a permit to be issued. (Permits cannot be issued until Health Department has stamped approval).

**NO WORK CAN BEGIN UNTIL PERMIT IS ISSUED AND POSTED BY THE PROPERTY OWNER AND/OR CONTRACTOR...**

Thank you,

Lou Beck  
Permitting Clerk  
UGOCCC