

## PROCEDURE FOR OBTAINING A BUILDING PERMIT

### 1. GENERAL INFORMATION

- A. The procedure for obtaining a building permit may take up to ten (10) days.
- B. The Community Development Department is responsible for issuing building permits.
- C. Building permits are required before any building is erected, added on to, remodeled, structurally repaired, altered or converted.
- D. No building permit will be issued except in conformance with the provisions of the adopted codes and related zoning ordinances unless the Board of Zoning appeals directs the issuance of a permit after administrative review or granting of an exception or variance as provided by the zoning ordinance.
- E. An **application fee of \$10.00** along with the filing of a completed application and plans showing proposed improvements **must** be submitted.

### 2. PROCEDURE FOR FILING AND REVIEW

- A. The permit application and plans of the proposed improvements must be submitted to the Community Development Department.
- B. Plans must be drawn to scale showing actual dimensions and shape of the lot to be built on; the exact sizes and locations of all existing buildings, if any; the location and dimensions of the proposed addition or alteration; location of utilities.
- C. Other requirements asked for on the application may be required, such as signage, off street parking, floor plans, elevations and materials specifications.
- D. Upon receipt of the application and fee the Community Development Department will:
  - 1. Note the date application was received.
  - 2. Begin the application review process.
- E. The application will be reviewed for zoning compliance and building code compliance.
- F. Other departments, such as Public Works, Utilities and Fire may review the application to determine the need for any changes or revisions to said documents.
- G. Within ten (10) days after receiving the application the Community Development Department will determine whether it is approved or disapproved.
- H. If the application is disapproved the Administrative official will so mark one copy of the plans and return to the applicant with signature attesting to the same.
- I. If the application is approved the administrative official will assign the permit fee and upon payment of the fee will issue a building permit to the applicant. The original and one copy to be retained by the Community Development Department.

***If you have any questions contact the Community Development Department at  
(785) 243-2672***