

**Checklist Guide**

Submit the following information with your application form.

Select on the following construction types applicable to your project. Any items pertaining to your building project listed below that do not accompany your application may result in your building permit being delayed.

**Single Family Dwelling / Built on Site**

Arrange for an appointment with the building inspector to discuss your proposal

- 1) blue prints complete with foundation materials
- 2) truss certificates with floor and roof layout from manufacturer
- 3) site plan/showing services, distances from lot lines, location of all buildings
- 4) Owner Builder Declaration and Disclosure Notice / HPO
- 5) Plumbing installation form completed by the plumbing contractor
- 6) Mechanical ventilation installation work sheet completed by the installer
- 7) Proof of ownership – current taxes / assessment notice or Title Certificate

**Garage/Accessory Building**

- 1) detailed foundation drawings / cross section of wall assembly / door header details
- 2) truss certificates from manufacturer
- 3) site plans / showing distances from lot lines, location of all buildings and dimension of all buildings
- 4) Proof of ownership – current tax / assessment notice or Title Certificate

**Manufactured Home / Mobile Home**

- 1) foundation drawings piling layout / site preparation details
- 2) copy of the manufacturer’s installation instructions / provide factory specification sheet
- 3) site plan / showing services, distances from lot lines, location of all buildings
- 4) plumbing installation form completed by the plumbing contractor
- 5) any additions to mobile homes will require detailed construction drawings
- 6) Proof of ownership – current tax / assessment notice or Title Certificate

**Industrial / Commercial / Institutional**

Arrange for an appointment with the building inspector to discuss your proposal

<b>BUILDING</b>	<b>TOTAL FEE</b>
Minimum Bldg Permit (includes wood burning appliance)	\$60.00
When the value exceeds \$1,000 but does not exceed \$2,000	\$75.00
When the value exceeds \$2,000 but does not exceed \$5,000	\$95.00
When the value exceeds \$5,000 but does not exceed \$10,000	\$115.00
When the construction values exceeds \$10,000, an additional fee of \$7.50 for each and every additional \$1,000 or fraction thereof up to and including \$50,000 shall be paid	\$7.50
When the construction value exceeds \$50,000 the fee will be \$415/permit plus an additional \$6 for each and every \$1,000 or fraction thereof shall be paid	\$6.00
Plan Processing	\$115.00
Re-inspection	\$75.00
Inspection outside of regular working hours	\$75.00
Voluntary inspection	\$75.00
No Building Permit (Fee for beginning construction without first obtaining a building permit)	\$125.00
<b>PLUMBING</b>	
Plumbing Permit-Authorized plumbing work which consists of installing, altering and extending not more than 1 fixture	\$60.00
For each and every additional fixture (more than one) to be installed or altered, an additional \$6/fixture shall be charged	\$6.00
For 11 fixtures	\$120.00
For every additional fixture thereafter an additional fee	\$3.00
For the installation of sprinkler heads, the cost of the first sprinkler shall be	\$12.00
For the installation of additional sprinkler heads - up to 100	\$.60
For the installation of additional sprinkler heads in excess of 100	\$.25
<b>MOVING</b>	
Moving Permit - moving any building any size	\$300.00
<b>DEMOLITION</b>	
Demolition Permit for commercial or industrial building (each)	\$300.00
Demolition Permit for residential building	\$75.00