## BUILDING PERMIT CHECKLIST

Name __________________________________  Address ______________________________________

Zone ________________________________

□ □ Stick Built  □ □ Manufactured Home  □ □ Other ___________________________________________________________________

### INSIDE CITY LIMITS

- Fee Paid
- Completed Application Form with Required signatures
- City Zoning Clearance
- Property Tax ID Number
- Plot plan showing location of utility lines/connections & water/sewer connections & other buildings
- *Two complete sets of plans and building specs (for stick built homes)
- *Two complete sets of floor plans and footing and foundation plans (for manufactured homes)
- Other ______________________________________
  ______________________________________
  ______________________________________

### OUTSIDE CITY LIMITS

- Fee Paid
- Completed Application Form with required signatures
- County Zoning Clearance
- Plat showing ownership, road access and Tax ID number
- Plot Plan
- Road Encroachment Permit (State or County)
- Letter of Intent for residential water and/or sewer hookups
- Health Dept Approval of septic system/drain fields
- *Two complete sets of plans and building specs (for stick built homes)
- *Two complete sets of floor plans and footing and foundation plans (for manufactured homes)
- Completed E.C. Building Permit
- Point System Qualifications Form
- Other ________________________
  ______________________________________
  ______________________________________