

# 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 _____