

## **PLAN SUBMITTAL PROCESS**

**WHEN SUBMITTING PLANS YOU  
MUST ALSO INCLUDE THE  
FOLLOWING:**

- **COMPLETED BUILDING PERMIT APPLICATION (with all contractor license numbers and signatures)**
- **PLOT PLAN**
- **ZONING CLEARANCE**
- **FEE – Commercial - \$300.00  
Residential - \$150.00**

**(fee will be taken off of total permit fee  
or if more than total permit fee the  
difference will be reimbursed)**

**PLANS WILL NOT BE ACCEPTED  
WITHOUT THESE DOCUMENTS OR  
PAYMENT OF FEE**

# 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 Plan and Footing and Foundation plan (for manufactured homes)
- \_\_\_\_\_ ~~Health Dept Approval of septic system/drain fields~~
- \_\_\_\_\_ 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 Plan and Footing and Foundation plan (for manufactured homes)
- \_\_\_\_\_ Completed E.C. Building Permit Point System Qualifications Form
- \_\_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_\_  
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