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 ___________________________

...