Instructions for Obtaining a Building Permit

Step-by-Step Guide to Secure Your Building Permit

Applying for a building permit is a crucial step in the construction process to ensure that your project complies with local regulations and safety standards. Below are the detailed steps to help you navigate through the process:

Step 1: Research Local Regulations

Before starting your application, familiarize yourself with the local building codes and zoning laws.

Step 2: Prepare Necessary Documents

Gather all the required documents, which typically include:

- **Site Plan:** A detailed plan showing the location of your project on the property.
- **Construction Plans:** Blueprints and specifications of the proposed construction.
- **Project Description:** A comprehensive description of the work to be done.
- **Proof of Ownership:** Documents demonstrating ownership of the property.
- **Environmental Impact Assessment (if required):** An analysis of the potential environmental effects of the project.

Step 3: Submit Your Application

Once your documents are ready, submit your application to the City Auditor. This can often be done through email or in person. Make sure to fill out the forms accurately and provide all required information.

Step 4: Pay the Fees

Building permit fees vary by location and project type. Ensure you understand the fee structure and make the necessary payments when submitting your application. Keep the receipt as proof of payment.

Building / Fence Permit Fees

Less than $1000.00 $10.00

More than $1000.00 $25.00

plus, an additional $2.00 for every $1000.00 not to exceed $2023.00

Step 5: Wait for Review

Your application will be reviewed by the Zoning Board. They will check for compliance with property setbacks and proper zoning standards. This process can take several weeks, so be patient. If corrections are needed, you will be notified.

Step 6: Address Any Corrections

If the Zoning Board identifies any issues or requires modifications, you will need to address these corrections and resubmit your application. It is essential to respond promptly to avoid delays. If no corrections are needed the permit application will be forwarded to the City Commissioners for approval.

Step 7: Receive Your Permit

Once your application is approved, you will receive your building permit. Make sure to display it prominently at the construction site if required by local regulations.

Step 8: Schedule Inspections

Throughout the construction process, schedule inspections at various stages at your own discretion, to ensure that the work is being done according to the approved plans and all building, electrical, and plumbing codes. All inspections are at the cost of the property owner.

Step 9: Complete Your Project

Work must be completed in one year or the permit will expire, and a permit extension will be needed to continue.

Step 10: Maintain Records

Keep all documentation related to your building permit, including approved plans, inspection reports, and correspondence with the building department. These records are valuable for future reference and property transactions.

Obtaining a building permit is a systematic process that requires attention to detail and compliance with local regulations. Following these steps will help you secure your permit and ensure a smooth construction experience.