

## INFORMATION REQUIRING PERMITS

### WHAT REQUIRES A PERMIT(S)

#### Building

- |        |   |                      |            |
|--------|---|----------------------|------------|
| House  | } | - New Construction   | - approval |
| Garage |   | - Alterations        | required   |
| Deck   |   | - Structural Repairs |            |
- Signs  
Additions  
Replacing Windows (only if changing the size)  
Doors (only if changing the size)  
Demolition

#### zoning

#### Mechanical

- Furnace
- Air Conditioner
- Water Heater
- Duct Work
- Dryer – New installation
- Vents (Bath/Kitchen)

#### Electrical

- Air Conditioner
- Electrical Furnace
- Electrical Water heater
- Service
- Circuits

#### Plumbing

- Sewer Connection
- Water Connection
- Piping
- Install New Bath

#### Zoning

- Fences
- Re-Shingling (replacing decking –building permit required)
- Sheds > 200 Sq Ft
- Signs

### WHO CAN PULL PERMITS

1. Homeowner doing the work to the house they live in.
2. Licensed Contractor hired by owner

### WHO CANNOT PULL A PERMIT

1. Renters, to do work on rental house.
2. Property Owners that do not live in the house - Licensed contractor must do work

### APPLICATION PROCESS FOR:

#### ELECTRICAL, PLUMBING AND MECHANICAL

1. Fill out application – found at City Hall or on website
2. Drawings are usually not required unless new residential/commercial new construction
3. Application will be reviewed by administrator to make sure all information is included. And fee will be determined.
4. Payment will be required – work can now begin
5. Inspector will review permit:
  - Correct* - Inspector will sign and approve and copy will be sent to the contractor or person who pulled the permit.
  - In-correct* - Contractor or Owner will be contacted and let know what additional information or additional fees will be required.

### APPLICATION PROCESS FOR:

#### BUILDING

1. Fill out application – Detailed drawings, must show placement on lot – distance from lot lines and other structures. Show size of materials being used. Show how it will be constructed.
2. Commercial properties require stamped plans from an Architect.
3. Payment will not be accepted until application and plans have been reviewed and accepted by the building inspector.
4. After plans and application has been submitted the building inspector will review within the week and either approve or require further information.
  - Approved*- Fee will be set and as soon as paid for work can begin.

## INFORMATION REQUIRING PERMITS

6. Approved - Copy of the permit will be mailed to the person who applied for the application.

### **APPLICATION PROCESS FOR:**

#### ZONING

1. Fill out application – provided by city.
2. Fence, shed and sign – must show where will be located on the property –complying with zoning requirements for setbacks.
3. Building administrator will review the permit and accept payment for permit.
4. Permit will be issued and copy sent to applicate by mail.

### **INSPECTION PROCESS FOR:**

#### ELECTRICAL, PLUMNING, MECHANICAL

1. Contact Building Administrator to schedule inspection.

*Rough-In* – Everything is in place, before it is covered by dirt and walls.

*Final* – When Project is finished and walls completed.

#### *Re-Inspections, Reasons:*

1. Homeowner/Contractor called for inspection and scheduled an Inspection but was not there.
2. Project was not ready for an inspection.
3. Inspector found issues that need to be corrected before project moves forward.

*Note: There is a fee for re-inspections.*

*In-correct* – Further information might be required, Contractor will be notified.

5. After approval from inspector and permit has been paid for the permit will be issued by the building administrator. A copy of the permit and a weather card will be sent to the contractor or person who pulled the permit. *Note: Weather Card – card stock paper with permit information and inspections required for project. This should be posted in a visible place on site of the project.*

### **INSPECTION PROCESS FOR:**

#### BUILDING AND SIGNS

1. Contact Building administrator to schedule inspection.

*Footing* – Holes or area for support of structure.

*Rough-In* – Everything is in place before it is covered by walls.

*Final* – Project is completely done.

#### *Re-Inspections, Reasons:*

1. Homeowner/Contractor called for inspection and scheduled an Inspection but was not there.
2. Project was not ready for an inspection.
3. Inspector found issues that need to be corrected before project moves forward.

*Note: There is a fee for re-inspections.*