

Requirements for Submitting Building Permit

Site plan with proposed location of new Structure, Addition, In-ground Pool, Accessory Structures and Decks attached to the house over 200 square feet.

New work is required with a New or updated A-2 Survey showing AS BUILT of new work. If proposed work is too close to setbacks the Zoning Department may require location to be staked first.

Plans submitted should be on a site plan, A Top View ¼ in or larger scaled drawing on a minimum 8.5 x 11 in paper with overall dimensions. All plans are to be uploaded Digitally (PDF) onto Permit application Attachment Section.

Foundation plan separate from building structure.

Elevation plan with Foundation and Building structure.

Cross section views with all components.

A list of items that will be done that may need Manufacturer's Installations Instructions and or Specifications

A copy of Liability Insurance Certificate with Worker's Comp or fill out form 7a, 7b, or 7c whichever applies.

Contractors License (not required for Homeowner permit)

