The Building Permit Process

Two complete sets of drawings to include

- Wall/Roof/Foundation Plan/Pier-Size-Location
- Elevation Plans/Truss System, Floor System, LVL Specs
 - Dimension/Layout of all Rooms, Porches, Decks

Plot Plan to Include:

- House Location
- Driveway Location
- Setbacks from All Property Lines
- Setback from River, Lake, Streams, etc. (100 ft. min.)
 - Location of Drainfield/Septic Tank/Well
 - Placement of E & S Measures

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- File Building & Zoning and Erosion & Sediment Control Applications in Office
- Attach copy of Septic and/or Well Permit issued by Health Department (Private System) (or) Provide copy of receipt for Water and/or Sewer Deposit Connection Fee (Public System)
- Provide copy of Contractor's License (Class A)
- Provide Plumber, Electrician, & Mechanical Contractors License and Master Tradesman Card (If owner/builder, sign Affidavit in office)

Application Package is Sent to Zoning for Review

Application Package is Sent to Code Compliance for Erosion & Sediment Control Review

If Approved, Zoning and Land Disturbing Permits are Mailed. Builder/Owner Schedules Initial Erosion & Sediment Control Inspection.

> Application Package is Sent to Building Official for Review

After Approval, Building Permits are Issued. The review process takes 1 – 2 weeks.