

Information Required for Building Permit Application for New Construction

1. Valid E-911 address, Subdivision and Lot number if applicable.
2. Name, address, telephone numbers, fax number and e-mail address of Owner and/or Contractor and/or Architect or Designer as applicable.
3. Use of structure, (Commercial, Residential, Other), Heated Area Square Footage, Number of Buildings, Number of Units if Multi-Family
4. Two (2) Complete Sets of Plans and one (1) additional Floor Plan.
 - a. Site Plan, w/ drainage pattern and floor elevation relative to curb.
 - b. Foundation Plan, Floor Plan, Elevations and Electrical/Mechanical Plan.
 - c. Heated area indicated in square foot not including masonry.
 - d. Indicate if any portion of lot/parcel is in Flood Zone and Elevation Certificate required.
 - e. Reversed plans, reversed copy must be provided.

Contact Department of Building Safety prior to constructing any accessory building or structure and prior to remodel, change of use, enlarge, alter, repair, move, demolish any existing building or structure to determine building permit requirements.