

General Permit Requirements

- **Building Permit Application** - Original filled out, signed and dated by Owner and Contractor (if applicable) and submitted in person.
- **3 complete sets(copies) of construction Plans/Drawings - no larger than 11"x17"**.
- **2 sets/copies of Plat of Survey no larger than 11" x 17" - showing placement of proposed structure** . **Building Department does not possess Plats** – refer to Closing Documents, Attorney or Title Company if property has been recently been purchased. If needed, you will need to contact a Survey company for a new Plat of your property.
- **Completed Health Department Site Evaluation Request** - form filled out, signed and dated by Property Owner. Health Department will contact owner regarding fee if applicable.

Your submittal **MUST** include all of the above including providing copies of required documentation in order for Building Permit to be processed. We cannot copy plans or plats for Building Permit applications.

***Building Permit Fee will be collected when Permit is approved.**