

**Items needed for building permits:**

1. Survey plat showing the location of the proposed project
  2. Cash deed or paperwork showing ownership of property
  3. If property is leased a copy of lease agreement if required
  4. Plans for new building, house, addition, pool, sign, apartment, etc.
  5. Elevation Certificate if they are in a flood zone.
  6. Stamped Fire Marshall Plans (red stamp drawings) and review letter from Fire Marshall. Commercial ONLY.
  7. Completed application front and back.
  8. Application must be made for EACH individual structure. Applicants cannot make one application for 2 or more structures one application. The fee must be collected for EACH application, i.e., structure.
7. There will be a minimum of 4 inspections:
- Before foundation is poured
  - Plumbing Rough-in
  - Wall Electrical/Mechanical
  - Final including attic insulation

No inspection will be provided unless requested by the permit holder with at least one (1) business day advance notice. Holder shall also identify what type of inspection is being requested and must be present during the inspection. Inspectors shall leave vinyl inspection stickers on the job site indicating the inspection type, job address, date, time, Permit Number, results, and inspectors name and phone number. Stickers are Green for Pass and Red for Fail and they shall be of sufficient size to be legible. Inspectors shall submit all inspection reports to the Building Official (Rene Borrel, P.E.) with 48 hours after the inspection has taken place. After final inspection (and Fire Marshall Inspection and Certificate of Occupancy by Professional of Record (POR) where applicable) the Building Official (BO) will sign the Certificate of Occupancy (COO). At this point the structure can be occupied or placed into service.