

Building Permit Check List

ITEM	APPLICANT INITIAL	CITY INITIAL
Owners Name, Address, Phone, e-mail address		
Building Contractor		
Name, Address, Phone, e-mail address		
Business License - copy required		
Contractor's License		
Plumber		
Name, Address, Phone, e-mail address		
Business License - copy required		
Contractor's License		
Mechanical		
Name, Address, Phone, e-mail address		
Business license - copy required		
Contractor's License		
Electrician		
Name, Address, Phone, e-mail address		
Business License - copy required		
Contractor's License		
Building Use; Location (Building Address)		
Signature and Date		
Plans (TWO Complete Sets) & \$100 Plan Review Fee		
Site Plan		
Property Boundary (to Scale-min 1"-20'), Building Plans (to Scale-min 1/4" - 1'); Scale & North Arrow		
Dimensions to Front, Side, and Rear Yards		
Manual J or Energy Code Calcs (After Jan. 1, 1997)		
Contractor Deposit Agreement (if applicable)		
Owner/Builder Certification (if applicable)		
Storm water Construction Activity Permit Application		

Every application for a building, electrical, plumbing, or mechanical permit must be accompanied with the previous items. Before submitting your application to the City Office make sure all items are complete. All incomplete applications will be returned.