

**** PLEASE READ THOROUGHLY AND COMPLETE AS REQUIRED! ****

Building Permit Requirements

Please ensure the following required items are included in the packet with your completed Building Permit Application and checked off before submission. Packets missing any items will be returned, and reviewed according to the time of re-submission.

- One copy of the deed to the property.
- Two copies of the Model Energy Code/MEC Check. All building must comply with the current Model Energy Code unless specifically exempted.
- Two copies of structural engineering, if required by plans examiner at time to plan check.
- Read and sign the Wastewater Connection, Water Connection, and Owner/Builder Form.
- One copy of soils engineer's report verifying soil prep to meet subdivision Geo-Technical report, required at footing inspection.
- Excavation Inspection Checklist Complete/Pre-Construction Meeting with Permit Coordinator
- Two copies of site plan which must show the following:
 - North arrow & scale of site plan
 - Property line & dimensions
 - Existing curb, gutter & sidewalk
 - Existing easements
 - Existing utilities
 - Existing Irrigations ditches
 - Minimum setbacks per plat or zoning requirements
 - Driveways 30' from corner
 - Clear view area for corner lots
 - Proposed building with dimensions to property lines
 - Proposed utilities
 - Existing buildings on property, if any
- Two copies of the building plans.
 - Footing & Foundation Plan, 1/4" = 1'0"
 - Floor Plan, 1/4" = 1'0"
 - Framing Plans, 1/4" = 1'0"
 - Electrical layouts
 - Floor and roof framing plans, with all structural members identified and sized.
 - Proposed basement layout, 1/4" = 1'0"
 - Elevations, 1/4" = 1'0"
 - Building section & details as needed
 - Gas piping plan
- Site plan must be drawn 1" = 10'0" or larger on unlined or graph paper no smaller than 11" x 17", with a straight edge.
- If building is a modular home, it must have current ANSI number.
- Copy of septic system approval from County Health Department, if not serviced by sewer system.
- Fire Inspection

I have checked each box in the above list, indicating that the item is included with the plans submitted for this building permit.

| | <i>Property Owner or Contractor</i> | <i>Date</i> |
|------------------------------|----------------------------------------------------|--------------|
| FEEES | COSTS | NOTES |
| Building Permit & Inspection | Cost determined by structure | |
| Plan Check | 65% of building permit fee | |
| Administrative | 30% of building permit fee | |
| State Surcharge | 1% of building permit fee | |
| Electrical | \$25.00 | |
| Plumbing | \$25.00 | |
| Heating | \$25.00 | |
| Water Connection | \$1,500.00 for 3/4" Line \$1,750.00 for 1" Line | |
| Wastewater Connection | \$1,000.00 | |
| Service Fee | \$75.00 | |

ALL fees are due at the time the building permit is issued. These fees include all building permit/inspection fees.

