

BUILDING PERMIT CHECKLIST

Name _____ Address _____

Zone _____

Stick Built Manufactured Home Other _____

INSIDE CITY LIMITS

- _____ Fee Paid
- _____ Completed Application Form with required signatures
- _____ City Zoning Clearance
- _____ Property Tax ID Number
- _____ Plot Plan showing location of utility lines/connections & water/sewer connections & other buildings
- _____ Two complete sets of plans and building specs (**for stick built homes**)
- _____ Two complete sets of Floor Plan and Footing and Foundation plan (**for manufactured homes**)
- _____ Health Dept Approval of septic system/drain fields
- _____ Other _____

OUTSIDE CITY LIMITS

- _____ Fee Paid
- _____ Completed Application Form with required signatures
- _____ County Zoning Clearance
- _____ Plat showing ownership, road access and Tax ID Number
- _____ Plot Plan
- _____ Road Encroachment Permit (State or County)
- _____ Letter of Intent for residential water and/or sewer hookups
- _____ Health Dept Approval of septic system/drain fields
- _____ Two complete sets of plans and building specs (**for stick built homes**)
- _____ Two complete sets of Floor Plan and Footing and Foundation plan (**for manufactured homes**)
- _____ Completed E.C. Building Permit Point System Qualifications Form
- _____ Other _____

