BUILDING PERMIT CHECKLIST

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Stick Built □ Manufactured Home □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ 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 plans and

footing and foundation plans

(for manufactured homes)

\_\_\_\_\_\_ Completed E.C. Building Permit

Point System Qualifications Form

\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ 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 plans

and footing and foundation plans

(for manufactured homes)

\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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OUTSIDE CITY LIMITS

INSIDE CITY LIMITS