

BUILDING DEPARTMENT

INFORMATION REQUIRED FOR BUILDING PERMIT SERVICE ON THE FOLLOWING CONSTRUCTION PROJECTS:

	SITE PLAN		SURVEY	FLOOR PLANS	ELEVATIONS	CROSS SECTION
SINGLE RESIDENCE OR NEW BLDG	X	or	X	X	X	X
ADDITIONS	X	or	X	X	X	X
PORCHES	X	or	X	X	X	X
CARPORTS	X	or	X	X	X	X
GARAGES	X	or	X	X	X	X
PARTITIONS				X		X
FIREPLACE/CHIMNEY/WOOD STOVE	X			X		X
GARDEN SHEDS	X					X
BASEMENT ENTRANCES	X			X		X
POOL ENCLOSURES	X				X	
CELLARS/BASEMENTS	X	or	X	X		X
ALTERATIONS				X		X

EXPLANATION

1. APPLICATION
 - fully completed sections pertinent to proposed project
 - signed and dated by owner/or proof as Agent

2. REQUIRED INFORMATION
 - two (2) sets of drawings to scale with a ruler and be legible and must accompany the Permit Application

3. THE DRAWING MUST PROVIDE
 - location & date
 - Site Plan and/or Survey

4. CONSTRUCTION DETAIL
 - floor plans
 - elevations
 - cross sections

5. SITE PLAN
 - the Site Plan will show the location and dimensions of all existing and proposed buildings on your lot and the distances from buildings to the lot line

6. SURVEY
 - the Site Plan will be referenced to an Update Property Survey; and, a Building Location Survey shall be required at the foundation stage prior to further construction.