



ACCESSORY BUILDING PERMIT APPLICATION

BUILDING INSPECTIONS

RECEIVED DATE _____ FEE AMOUNT: _____ PERMIT # _____ FLOOD _____
PROJECT ADDRESS _____ LOT _____ BLOCK _____ SUBDIVISION _____
SCOPE OF WORK _____
HEIGHT _____ WIDTH _____ LENGTH _____ DISTANCE TO REAR PROPERTY LINE _____
DISTANCE TO SIDE PROPERTY LINE _____ DISTANCE TO SIDE PROPERTY LINE _____
CONSTRUCTION VALUE \$ _____ SF UNDER ROOF _____ SF OF ADDITION/ ALTERATION _____

PERMIT APPLICANT INFORMATION

Organization Name _____ Contact Name _____
Address _____ Phone # _____
City/State/Zip _____ E-Mail: _____

OWNER INFORMATION

Owner Name _____ Contact Name _____
Address _____ Phone # _____
City/State/Zip _____ E-Mail _____

CONTRACTORS

***All contractors must be named, registered, and all fees paid for each trade before a building permit can be issued.**

General Contractor _____
Mechanical Contractor _____
Electrical Contractor _____
Plumbing Contractor _____

Signature of Permit Applicant _____ Please Print Name _____

Released for Construction _____ Date _____

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SUBMITTAL CHECKLIST

The City has in effect the 2018 International Residential Code (IRC) and 2018 International Energy Conservation Code (IECC). Please refer to this code for preparation of your plans.

Please allow minimum of (10) working days for review.

The permit becomes null and void if work or construction authorized is not commenced within 180 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

Plans larger than 24" x 36" will not be accepted without prior approval.

***Submit (2) hard copies and (1) digital copy in pdf format including the following**

- ❑ **Building Plans**
 - Elevations- showing proposed material
 - Floor plan
 - Roof plan- showing proposed material
 - Framing plan
 - Electrical plan
 - Foundation plan – showing proposed material
- ❑ **Site Plan**
 - Must show individual square foot measurements for the footprint of the Accessory Building, footprint of accessory buildings, and driveways/ parking areas.
 - Must show location of building on property and measurement to property lines from building.
- ❑ **Energy Plans**
 - Accompanied with chosen path documents
 - **Required for Conditioned Space**
- ❑ **Engineered Foundation Letter**
 - Must state the foundation was designed to the 2018 International Residential Code and the specific soil conditions.
 - Sealed and signed by a professional engineer.
 - **Required if building has plumbing or is 500 sf or larger**
- ❑ **Engineered Foundation Plan**
 - Sealed and signed by same professional engineer as letter.
 - **Required if building has plumbing or is 500 sf or larger**