

BUILDING PERMIT APPLICATIONS

Listed below are the types of building permit applications and how they are to be used.

1. **Commercial**
For structures not in a residential area. These would include C1, C2, C3, I, I2, P and M1 Districts. Additional forms required to be filed with this type of application are utilities checklist, if applicable, a water/wastewater checklist, a site plan on 8 ½" x 11' paper and two sets of construction plans, one of which is no larger than 11" x 17". The utilities checklist must accompany any new structure or substantial remodeling especially if there is a major change in electrical usage.
2. **New Dwelling**
For new houses and apartment buildings. These would include R1, R2, R3 and RMH Districts. Additional forms required to be filed with this type of application are utilities checklist, a water/wastewater checklist, a site plan on 8 ½" x 11" paper, two sets of construction plans, one of which is no larger than 11" x 17" and energy calculations. If an applicant is going to be the general contractor, a License Contractor Disclaimer must be signed and attached to the permit application. The applicant will indicate the type of foundation on an attachment. The Building Official will include the proper handout when the application is signed.
3. **Detached Accessory**
For detached garages, utility sheds, etc. These would generally be for the residential districts, as in other districts they are considered principal structures. Additional forms required to be filed with this type of application are a site plan. If the applicant is doing the work himself, he must initial the application and sign a License Contractor Disclaimer. The applicant will indicate the type of foundation on an attachment. The Building Official will include the proper handout when the application is signed. A total of two accessory buildings are allowed.
4. **Residential Additions**
For additions onto residential structures where the outside measurements of the structure will be changed. These are for the residential districts only. Additional forms required to be filed with this type of application are a floor plan and an 8 ½" x 11" site plan. If the applicant is doing the work himself, he must initial the application and sign a License Contractor Disclaimer. The applicant will indicate the type of foundation on an attachment. The Building Official will include the proper handout when the application is signed.

5. **Residential Remodel/Decks**
For window replacement, residing, reshingling, general remodeling, decks and any other type of remodeling. These are for the residential districts only. If the applicant is doing the work himself, he must initial the application and sign a License Contractor Disclaimer. On the building permit fee chart, use the "Residential Only" chart. If applicant is contractor, give handouts for reroofing, decks and egress windows.

6. **Zoning -Demo**
For stand alone decks, gazebos, utility sheds less than 100 square feet in size, signs and building demolition. These can be used in all districts. On the building permit fee chart, use the "Residential Only" chart. Additional forms required to be filed with this type of application vary with each application.

7. **Mechanical**
For heating, venting, air conditioning, water heaters and other mechanical fixtures.

8. **Plumbing**
For plumbing fixtures, including but not limited to bathtubs, toilets, showers, water heaters and conditioners, drains and others.

9. **Moving**
For moving structures greater than 130 square feet into, within or out of the City.

10. **Right-of-Way**
For excavation, obstruction, landscaping, contractor safety and other improvements in the City's right-of-way.