

Guide to Building Permit Submittals



***Building Permit Fee or Plan Review Fee required at time of submittal.**

Permit Type	Submittal Requirements	No. of copies
Certificate of Occupancy ONLY	Certificate of Occupancy Application with Floor Plan	2
	Copy of Sales Tax Certificate	1
Commercial Building, New Commercial Shell / Finish-Out Commercial Addition / Remodel Multi-Family	Building Permit Application	4
	Commercial Plan Review Checklist	1
	Construction Plans with Site Plan	4
	Plan Review Fee	
Residential, New House, Townhome, Duplex Residential Addition / Remodel	Building Permit Application	3
	Residential Plan Review Checklist	1
	Construction Plans with Plot / Site Plans	3
Accessory Building	Building Permit Application	3
	Construction Plans with Plot / Site Plan	3
Deck	Building Permit Application	3
	Plot / Site Plan	3
Demolition	Building Permit Application	1
	Asbestos Certification Survey (if applicable)	1
Donation Bin	Building Permit Application	3
	Plot / Site Plan	3
	Proof of 501(c)(3) status	3
Electrical	Building Permit Application/Fee	1
Fence / Screening Wall	Building Permit Application	3
	Fence / Wall Review Checklist	1
	Construction Plans with Plot / Site Plan	3
Foundation	Building Permit Application	3
	Engineering Approved Reports	3
Irrigation	Building Permit Application	2
	Irrigation Review Checklist	1
	Construction Plans with Plot / Site Plan	2
Mechanical (HVAC)	Building Permit Application/Fee	1
Patio Cover / Carport / Shade Arbor	Building Permit Application	3
	Construction Plans with Plot / Site Plan	3
Plumbing	Building Permit Application/Fee	1
Pool / Spa	Building Permit Application	3
	Pool / Spa Review Checklist	1
	Construction Plans with Plot Plan or Survey	3
Roof	Building Permit Application/Fee	1
Sign	Building Permit Application	2
	Sign Review Checklist	1
	Site Plan and Drawings of Each Sign	2
Solar Photovoltaic System	Building Permit Application	3
	Solar System Review Checklist	1
	Construction Plans/Site Plans	3
Storm Shelter	Building Permit Application	3
	Storm Shelter Review Checklist	1
	Construction Plans	3
Temporary Use / Special Event	Temporary Use Permit Application	1
	Site Plan	1
Water Heater	Building Permit Application/Fee	1