

Commercial Building Permits

Step 1

- Must bring in two (2) complete sets of engineered or architectural drawing/plans
- One set goes to City Inspector & City Foreman
- One set goes to City Fire Marshall
- One set will be returned when building permit is issued
- Must also bring in site plans
- Fire Marshall also needs to see and approve
- Site plan depicting building and setbacks
- Erosion Control plan
- Foundation plan and details
- Floor plans
- Plumbing layout
- Electrical layout
- Heat & Air layout
- Framing plan and/or building sections depicting structural systems
- Schedule depicting doors, windows and other material installations
- Exterior building views
- Fire protection system locations

Site plan permit can be issued in 2-3 days if approved by all parties. There is no charge for this permit.

This permit will only allow contractor to do any land clearing and build pad site.

Step 2

- It can take up to 7 business days to approve engineer drawings.
- Once approved the company needs to pay for building permit, before starting any building
- All sub-contractors/plumber, electrician, heat & air will be allowed to get their permits only after the building contractor permit is issued not before

Step 3

- Owner/occupied permit will be issued with signature along with City Inspector and City Administrator
- Fire Marshall inspection will be attached