

Application Instructions for Building Permit

Complete the Building Permit Application as follows:

- All Owner information must be completed.
- Zoning Section for office use.
- Contractor Info must be completed unless the owner is accepting responsibility for the work being done. (If this is the case, there is an Owner Affidavit section on the back of the application.)
- Complete the description of work section by writing in or circling the appropriate answer.
- Examples of Scope of Work (Single Family, Detached garage, addition)
- Value of work is computed by using the formula on the attached fee schedule.
- Applicant must sign the form. It can be the contractor or homeowner.
- Designate lien agent if applicable.
- Agreement in lieu of Erosion & Sediment Control Plan is completed by the County Engineer and a copy will be returned with the issued permit if applicable.
- Owner's Affidavit shall be completed if a licensed contractor is not be named on the front of the form and the owner is accepting responsibility for the work that is to be done.
- Applicant signature is required verifying the owner's or contractor's responsibility of concluding that shrink swell soil conditions will be handled accordingly.
- Asbestos Certification is required only for demolition.

Two sets of building plans or drawings and two site plans (see example) will be required with any new construction.

Trades permits are required when applicable. (Electrical, Plumbing, Mechanical and Gas)

If Septic and Well Permits are needed, please complete the attached State application and follow the Health Department Instructions. (Soil work is required when submitting an application for a lot located in a subdivision). Our office handles these forms at the initial application process only. If there are any questions regarding timeframe, soil conditions, well only permits, etc. please contact the Health Department at 556-5343.

The first step in the building process is to verify the site plans. If there is a question regarding the setback from the road or property line, please contact zoning at 556-5352. The Planning and Zoning office will also be the contact for any questions regarding the use of the land. (i.e. Can I have two dwellings on my land?, May I subdivide my lane?)

If there are any questions regarding the permit application process please contact us at 556-5305.