

Building Permit- Addition/Alterations

- Check GIS to ensure address in city
- Submit "[Building Permit/Compliance Inspections Application](#)"
 - Address
 - Parcel number: District 6 Land Lot ### Parcel ###
 - Zoning
 - Addition [] Alteration [] Details of project _____
 - Setbacks, located on municode Article 3
 - Estimated construction cost & building dimensions
 - Property owner's name, address, & telephone number
 - Building contractor's name, address, & telephone number
 - Applicant's signature, printed name, & telephone number
- Attachments
 - Copy of contractor's business license
 - Copy of contractor's trade license
 - Copy of contractor's proof of insurance
 - Copy of contractor's photo id
 - Scaled drawing showing all relevant property lines and all work proposed. Legal boundary survey may be required If doing the work without contractor
 - If scope of work can and will be done by the homeowner a '[Homeowner Affidavit](#)' must be submitted
 - If scope of work requires mechanical, plumbing, electric, or HVAC, must complete '[Subcontractor Affidavit](#)'
- [Fees](#) paid