



Construction Permit:

Building Permits are required for:

1. Roofing or siding
2. Kitchen or bath renovation
3. Certain replacement windows
4. New electric wiring, service, outlets or fixtures
5. Changing plumbing fixtures
6. Finishing a basement
7. Fences, driveways and pools
8. Signs
9. Most other home improvements!

Construction permit process:

1. Fill out an application in the Department of Community Services in City Hall. Each kind of permit requires a different application so make sure to explain your project fully at the counter.
2. Counter attendants will inform you if you need a Zoning Review.
3. Zoning Review forms require two (2) copies of the property survey showing proposed additions or changes. Survey must be complete and to scale.
4. Several inspectors review and approve the application or if it is not approved changes are made to the plans until they are approved.
5. Build in accordance with your approved plans and specifications.
6. At certain times during your project inspections are needed, make sure you and/or your contractor find out what inspections are needed. You or your contractor **must** call the Department of Community Services to schedule an appointment with one of the inspectors. Completion of all open construction permit inspections is required to obtain a Zoning C.O. as needed for sale of the property. Make sure you complete all of your inspections before you release your contractor as some items might need correction.
7. When all of your inspections are completed a Certificate of Occupancy or Approval will be issued to you.