

CHECK LIST FOR ISSUING BUILDING PERMITS

- 1. WHAT IS THE LOCATION OF SITE WHERE PERMIT WILL BE ISSUED?  
ADDRESS OF PROPOSED PROJECT: \_\_\_\_\_  
PROPERTY IS ZONED AS \_\_\_\_\_
- 2. LEGIBLE SKETCH OR BLUEPRINT OF PROPOSED PROJECT AREA. PROPERTY LINES LOCATED AND STREETS ARE IDENTIFIED.
- 3. EXPLAIN SET BACKS TO THE AREA IN WHICH THE CONTRACTOR WANTS TO BUILD. EXPLAIN THE DISTANCES THE PROPOSED BUILDING CAN BE TO PROPERTY LINES WITHOUT THE NEED FOR A VARIANCE. CHECK MAP FOR UTILITY OR OTHER EASEMENTS. WATCH FOR CORNERS AND SIGHT LINES.
- 4. IF A VARIANCE IS NEEDED, EXPLAIN THE CHECKLIST FOR COMPLETING THE VARIANCE. GIVE THE CITIZEN A VARIANCE CHECK LIST AND EXPLAIN THAT WHEN COMPLETED THE VARIANCE WILL TAKE APPROX. 30 DAYS TO BE PROCESSED.
- 5. IF APPLICANT MEETS ALL SETBACKS ALONG WITH OTHER BUILDING STANDARDS, PROCEED BY ISSUING THE PERMIT ONLY AFTER FEES HAVE BEEN PAID.
- 6. IF A VARIANCE IS NEEDED, PROCEED WITH THE VARIANCE CHECK LIST.
- 7. INSURANCE OR BOND-EVIDENCE OF INSURANCE OR BOND MUST BE ON FILE WITH THE CITY CLERK BEFORE ANY EXCAVATION WORK BEGINS.
- 8. A FOLLOW UP VISIT IS TOBE MADE AFTER CONSTRUCTION HAS BEGUN TO VERIFY INFORMATION ON APPLICATION.  
DATE THE CONSTRUCTION WAS STARTED. \_\_\_\_\_  
DATE FOLLOW UP OF CONSTRUCTION SITE WAS MADE. \_\_\_\_\_
- 9. A FOLLOW UP VISIT SHALL BE MADE AFTER CONSTRUCTION IS COMPLETED AND READY FOR OCCUPANCY. IF BUILDING IS IN FULL COMPLIANCE THEN ISSUE A CERTIFICATE OF OCCUPANCY AND COMPLIANCE.

\_\_\_\_\_  
HEALTH, BUILDING AND ZONING OFFICER

\_\_\_\_\_  
DATE

