

CHECKLIST OF ITEMS YOU WILL NEED TO OBTAIN A PERMIT

CURRENT STATE AND BUSINESS LICENSES MUST BE SUBMITTED BEFORE ISSUANCE OF PERMITS

SITE BUILT HOMES:

- Health Department Approval
- Marked plat showing setbacks, existing structures on the property and proposed location of new home
- Deed
- Floor Plans
- Licenses:**
- Builder's License
- Electrical License
- Plumbing License
- HVAC License

MANUFACTURED HOMES:

- Health Department Approval
- Marked plat showing setbacks, existing structures on the property and proposed location of new home
- Deed
- Floor Plans
- Purchase Agreement
- Licenses:**
- Set-up License
- Electrical License
- Plumbing License
- HVAC License

ANY OTHER PROJECTS:

- Health Department Approval
- Marked plat showing setbacks, existing structures on the property and proposed location of new home
- Deed
- Diagram of Project and Floor Plans if applicable
- Licenses:**
- Builder's License
- Electrical License
- Plumbing License
- HVAC License

**** ALL APPLICABLE PERMITS ARE ISSUED AT THE SAME TIME; THEREFORE PLEASE DO NOT SUBMIT INCOMPLETE APPLICATIONS.**

**** DRIVEWAY CULVERTS SHOULD BE INSTALLED PRIOR TO ISSUANCE OF PERMITS**

**** SIGN PERMITS REQUIRE A LETTER OF AUTHORIZATION FROM PROPERTY OWNERS**

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