Checklist of items you will need to obtain a permit

Current state and business license must be submitted with all applications

Residential:

\_\_\_Culvert approval and installation

\_\_\_Health dept. approval

\_\_\_Marked plat showing setbacks, existing structures on the property and proposed location of new home

\_\_\_Deed to property

\_\_\_Floor plans

\_\_\_Builders license

\_\_\_Electrical license

\_\_\_Plumbing license

\_\_\_HVAC license

Manufactured Home:

\_\_\_Culvert approval and installation

\_\_\_Health dept. approval

\_\_\_Marked plat showing setbacks, existing structures on the property and proposed location of new home

\_\_\_Deed to property

\_\_\_Floor plans

\_\_\_ Dealer & Set up business license

\_\_\_ Closing papers / Purchase Agreement

Commercial & Industrial:

\_\_\_Pre approval letter from zoning administrator

\_\_\_Pre approval letter from Fire Chief

\_\_\_Culvert approval and installation

\_\_\_Health dept. approval

\_\_\_Marked plat showing setbacks, existing structures on the property and proposed location of new structure

\_\_\_Deed to property

\_\_\_Floor plans (Building plans must have stamp of registered engineer)

\_\_\_Builders license (Work must be completed by a licensed professional, NO OWNER BUILD)

\_\_\_Electrical license

\_\_\_Plumbing license

\_\_\_HVAC license

Accessory Use:

\_\_\_Health dept. approval if needed

\_\_\_Floor plans

\_\_\_Builders license

\_\_\_Electrical license

\_\_\_Plumbing license

\_\_\_HVAC license

\*\*Incomplete applications will not be accepted\*\*

\*\*Addresses will be assigned during application review\*\*