

RESIDENTIAL BUILDING PERMIT SUBMITTAL REQUIREMENTS

NEW HOMES, ADDITIONS, REMODELS, ACCESSORY STRUCTURES

1. Pay plan review fee (\$0.54 per thousand total valuation, \$54 minimum)
2. Approved zoning clearance form
3. Completed, signed and notarized application
4. 2 copies of survey
5. Copy of contractor license and insurance
6. Proof of ownership from county appraiser's office
7. Notice of Commencement
8. 2 complete sets of plans signed and sealed by A/E
9. 2 sealed copies of truss drawing (if applicable)
10. 2 copies of completed product approval form, including manufacturer's installation instructions as applicable
11. When the owner is doing the work, owner must provide a signed, notarized, owner/builder affidavit statement