

How to get a permit?

Who is eligible to obtain a permit?

Permits can be obtained by either a properly licensed contractor within the appropriate construction trade or by an owner of a single family residence, provided that the house is not for sale, lease or rent, and such owner signs a declaration that he will perform the work himself or, acting as the general contractor, hire only properly licensed subcontractors.

What are the permitting requirements?

Permit applications are located in our office. The completed application together with the necessary construction plans must be submitted, in person, at the permit counter where it will be logged into the computer and assigned a plan check/permit number. Plans are reviewed in the order in which they are received, usually taking a week to ten days for completion.

Why are plan checks performed?

Plan checks performed to ensure that the mandatory minimum requirements for structural safety, fire protection, energy conservation, exits, light and ventilation, site grading and handicap access, when required, are met. When such review is completed and any other necessary approvals have been received, you will be notified either to come in for your permit or, if needed, to amend your plans to meet the requirements.

How long is a permit good for?

Permits must be obtained within six months of approval of the plans and building permits are valid only for six months from the date of issuance unless construction has begun. If construction is not begun within six months or, once started, is suspended for a period of more than 90 days , the permit will expire, and the complete permit process, including the payment of fees, will begin again.

Please remember that city approval of plans and specifications does not remove you from the responsibility of meeting all of the applicable standards in the building codes, other city ordinances, and state and federal laws.

Construction activities are prohibited on Sunday:

By city ordinance, except within the context of an emergency, all construction activity is restricted to the hours of 7:30 a.m. to 6 p.m., Monday through Saturday. Under certain circumstances, the city may grant permission for other construction hours.