



## Residential Building Process

**The following is the sequence of events that take place when building a residential structure(s). This applies to any structure being built but most commonly the following type structures:**

Decks, additions, new dwellings, garages, carports, enclosing carports, covering a deck or porch, gazebo, pool, accessory structure (shed), mobile homes, retaining walls, fence, screened in porch, sun room and car ports.

***\*\*\* The list of structures may not be all inclusive. If you plan to build a structure that is not listed on this document you should contact the building or planning departments prior to beginning this process. \*\*\****

### **I. Permit and Inspection Overview**

- 1) Building permit application is submitted to the permit technician.
- 2) The permit is reviewed by planning, building inspections, engineering and finance.
- 3) Once approved by all departments you will be notified that the permit is approved and ready for payment.
- 4) Submit payment for processing.
- 5) Pick up the field copy of the approved permit from the permit technician.
- 6) Post the permit on site on a 2'x2' board or in a window clearly visible from the street.
- 7) Mark and identify the corners of the structure as well as the property corners for the setback inspection.
- 8) Notify the permit technician that the corners are marked and schedule a setback inspection.
- 9) Setbacks are inspected by the planning department. You will be notified by phone, in person or email.
- 10) When the setbacks are approved contact the permit technician to schedule the footing inspection.
- 11) Footing inspection is performed by the building inspections department.
- 12) The normal sequence of building inspections is then performed. (A list of required inspections is available)
- 13) Final inspection and issuance of a certificate of occupancy or approved building permit.

### **II. Notification process and procedures**

- 1) It is the permit holder's responsibility to notify the permit technician to schedule the setback inspection performed by the planning department as well as all other required inspections to be performed by the building department.
- 2) Inspection requests may be submitted to the permit technician by one of the following methods:  
**(a) Phone (b)Email (c)Fax (d) In person**
- 3) You must have your permit number in order to request an inspection. Ex(000-B-16)
- 4) The primary method of received inspection results is by email. Once the inspection has been completed the inspector will send an email to you notifying you of either an approved or rejected inspection. Rejected inspections will also include details as to the violations needing correction.
- 5) If you do not have a valid email address and desire to be notified by another method please indicate this to the permit technician.