



• Community Development Department •
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Mayor • J. Stephen Curtis
City Manager • Alex R. Jensen
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RESIDENTIAL BUILDING PERMIT SUBMITTAL REQUIREMENTS

Permits Shall Contain A Minimum of the Following at the Time of Submittal and Plan Review:

1. **Permit Application** completed with the following:
 - Property address, lot number and subdivision name
 - Property owner names, address and phone number
 - General Contractor and Sub-Contractor information including names, phone numbers, addresses, and state license numbers

2. **Construction Drawings** submitted with:
 - One Set of Plans
 - A Site Plan
 - 2003 REScheck Compliance Certificate
 - Structural Calculations with original wet stamps and signatures
 - Description of Materials List

3. **Site Plan** (drawn to scale) shall include the following:
 - Lot dimensions
 - Easements, including drainage and utility
 - Buildable area
 - Building setbacks
 - House dimensions
 - Elevations at all property corners
 - Driveway location, approach location & width, and sidewalk locations
 - Adjacent streets (label street address)
 - Show all detached accessory use structures (if applicable)
 - Any lot with over 5% slope must have topographical contour lines

4. **Bond Agreement** form shall be completed, signed and notarized.

IF THIS IS AN OWNER/BUILDER PROJECT THE FOLLOWING IS REQUIRED:

1. A DOPL "Owner/Builder Certificate" shall be completed, signed and notarized.

Revised 3/06

