



## WHEN IS A PERMIT REQUIRED?

### PERMIT APPLICATION

**WHEN REQUIRED.** Any owner, authorized agent, or contractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by the technical codes, or to cause any such work to be done, shall first make application to the Building Official and obtain the required permit for the work.

### DRAWINGS AND SPECIFICATIONS

**(1) REQUIREMENTS.** When required by Building Official, two or more copies of specifications, and of drawings drawn to scale with sufficient clarity and detail to indicate the nature and character of the work, shall accompany the application for a permit. Such drawings and specifications shall contain information, in the form of notes or otherwise, as to the quality of materials, where quality is essential to conformity with the technical codes. Such information shall be specific, and the technical codes shall not be cited as a whole in part, nor shall the term “legal” or its equivalent be used, as a substitute for specific information. All information, drawings, specifications and accompanying data shall bear the name and signature of the person responsible for the design.

**(2) ADDITIONAL DATA.** The Building Official may require details, computations, stress diagrams, and other data necessary to describe the construction or installation and the basis of calculations shall be prepared by an architect or engineer and affixed with their official seal.

**(3) DESIGN PROFESSIONAL.** The design professional shall be an architect or engineer legally registered under the laws of this state regulating the practice of architecture or engineering and shall affix his official seal to said drawings, specifications and accompanying data, for the following:

- (i) Groups A, E, I and R1, R2, R4 occupancies
- (ii) Buildings and structures two stories or more in height.
- (iii) Buildings and structures 5000 sq. ft. or more in area.
- (iv) **EXCEPTION:** Single family dwellings, regardless of size, shall require neither a registered architect or engineer, nor a certification that an architect or engineer is not required.

**(4) SITE DRAWINGS.** Drawings shall readily identify and definitively locate the proposed building or structure and every existing building or structure on the site or lot. **Must illustrate water and sewer laterals, tie-ins and confirm corresponding utility lines in the right-of-way.**

### EXAMINATION OF DOCUMENTS

**PLAN REVIEW.** The Building Official shall examine or cause to be examined each application for a permit and the accompanying documents, consisting of drawings, specifications, computations, and additional data, and shall ascertain by such examinations whether the construction indicted and described is in accordance with the requirements of the technical codes and all other pertinent laws or ordinances.

## ISSUING PERMITS

**(1) ACTION ON PERMITS.** The Building Official shall act upon an application for a permit without unreasonable or unnecessary delay. If the Building Official is satisfied that the work described in an application for a permit and the contract documents filed therewith conform to the requirements of the technical codes and other pertinent laws and ordinances, he shall issue a permit to the applicant.

**(2) REFUSAL TO ISSUE PERMIT.** If the application for a permit and the accompanying contract documents describing the work do not conform to the requirements of the technical codes or other pertinent laws or ordinances, the Building Official shall not issue a permit, but shall return the contract documents to the applicant with his refusal to issue such permit. Such refusal shall be in writing and shall contain the reason for refusal.

**(3) SPECIAL FOUNDATION PERMIT.** When application for permit to erect or enlarge a building has been filed and pending issuance of such permit, the Building Official may, at his discretion, issue a special permit for the foundation only. The holder of such a permit shall proceed without assurance that the permit for the entire building or structure will be granted.

**(4) PUBLIC RIGHT OF WAY.** A permit shall not be given by the Building Official for the construction of any building, or for the alteration of any building where said building is to be changed and such change will affect the exterior walls, bays, balconies, or other appendages or projections encroaching on any street, alley or public lane, except as provided for in Chapter 32 of the Standard building Code.

**(5) SUSPENSION OR REVOCATION.** The Building Official may, in writing, suspend or revoke a permit issued under the provisions of these codes whenever the permit is issued in error or on the basis of incorrect information supplied, or in violation of, any ordinance or regulation or any of the provisions of these codes.

## BUILDING INSPECTION FEES

**(A) All-inclusive Fee.** The all-inclusive fee for building inspections for additions, renovations and new construction will be determined by the cost of construction. The cost of construction for renovations shall be calculated based on an estimate provided by the designer or an actual contract amount.

The minimum cost of construction for new construction and additions shall be calculated by multiplying the square footage and a multiplier for use (Residential Construction: square footage - \$80.00 per square foot; Commercial Construction: square footage - \$100.00 per square foot).

The permit fee is calculated as outlined follows: \$8.00 per \$1,000 of Cost of Construction up to \$5,000,000, plus \$4.00 per \$1,000 of Cost of Construction between \$5,000,000 and \$10,000,000, plus \$2.00 per \$1,000 of Cost of Construction in excess of \$10,000,000.

For buildings constructed by eleemosynary institutions valued in excess of \$15,000,000, the total fee shall be based on \$2.00 per \$1,000 of building value.

Total Demolition or moving a building: permit fee is \$30 per floor or \$8 per \$1000 whichever is greater.

The minimum All-inclusive fee shall be \$40.00.

**(B) Plan Review Fee.** A plan review fee of shall be charged at the time of the initial plan and application submittal as outlined below:

\$0-\$5,000	\$40.00
\$5,000.01 - \$25,000	\$50.00
\$25,000.01 - \$50,000	\$100.00
\$50,000.01 - \$100,000	\$150.00
\$100,000.01 - \$500,000	\$200.00
\$500,000.01 - \$1,000,000	\$300.00
\$1,000,000.01 - \$5,000,000	\$500.00
\$5,000,000.01 - \$10,000,000	\$1,000.00
Over \$10,000,000	\$2,000.00