

# Home Additions Building Permit Checklist

**General Requirements: A homeowner can do any work on their homestead except for electrical. A licensed electrician must pull a permit and do all electrical work needed.**

**PERMIT PROCESSING– Our office will endeavor to expedite plan reviews in a timely manner. Review time is a function of work volume and varies accordingly. Contact the plan examiner for a progress update.**

\_\_\_Two (2) complete sets of plans including: site plan, floor plan, builder's plan for wall bracing (including locations and methods), foundation plan, footing details, elevation plan, and the mechanical, plumbing, and electrical plans.

\_\_\_\*Two (2) copies of the 2009 International Conservation Code compliance report. You can download free ResCheck software at <http://www.energycodes.gov>.

\_\_\_If your property lies in a flood zone, an elevation certificate is required. (Available from a survey company.)

\_\_\_\$20,000 Compliance Bond or Certificate of Insurance is required if you are not the homeowner. If you choose to do the compliance bond you can obtain a blank bond form from Building Inspection located at 1625 13th Street, Room 106. If the Certificate of Insurance is used it needs to include: \$100,000 minimum comprehensive general liability per occurrence, bodily injury, property damage, and products liability and completed operations.

\_\_\_If you are not the homeowner you must be registered with the city. Please bring in the completed Contractors Registration Form.

\_\_\_Complete application.

\_\_\_Permit Fees will need to be paid when permit is complete. Please see Fee Schedule for current rates.

**Inspections will need to be done throughout construction.**

**Please bring ALL REQUIRED information to Building Inspection located at 1625 13th Street, Room 106. For Questions, call (806) 775-2087.**

**\* FEDERAL/STATE MANDATED**