



## **NEW SINGLE FAMILY CONSTRUCTION APPLICATIONS**

**NEW SINGLE FAMILY CONSTRUCTION APPLICATIONS ARE ACCEPTED:**

**Mon, Tues, Thurs, Friday**

**8:00 - 4:00**

**Wednesday**

**10:30 - 4:00**

There is no need to schedule an appointment. You will be required to have:

- A completed application, which includes a checklist and all necessary documents.
- All plans, engineering, lateral and structural calculations prepared by an architect and/or engineer must be stamped and signed by the architect/engineer of record.
- A completeness check is required. You may go to Public Works, Planning, or the Building department, in any order.
- If your paperwork is complete, a Building department Permit Technician will enter your permit application into our permit tracking system. You will be given the permit number and will be required to pay an intake fee at time of application.