

# Documents needed to acquire a Building Permit

## SFD (Single Family Dwelling)

- Copy of Deed/Plat (Legal Description)
- Septic Permit/Certification
- Driveway Approval/Information (County, State, Existing, or Private)
- House Plans/Sketch-**Including Rafter Size & Span or Trusses AND Wall Section**  
**If you are NOT using a contractor, detailed plans must be submitted & plan review is REQUIRED**
- Sketch of SFD on the property with setbacks & distances
- Contractors Information/Certification & Insurance Information (Accord Certificate) or Letter of Exemption

*Building Permit Cost for a SFD is determined by square footage-including basement & attached garage if applicable.*

*2000 sqft < Fee = \$175.00 + \$0.02/sqft for plan review*

*2001 sqft > Fee = \$200.00 + \$0.02/sqft for plan review*

*The Electrical Fees are Must have Certified Electrician information if not on file, or waiver form*

*TP (Temp on Pole) = \$35.00*

*R/F (Rough/Final) = \$85.00 if under 2500 sqft if over 2500 sqft R/F = \$125.00*

*TOM (Temp on Main) = \$30.00*

*Total = \$150.00*

## MOBILE HOME

- Title and Registration with Year/Age/Serial Number of Mobile Home in Owner's Name-**OR** Sales Agreement with Age/Serial Number (must be 1976 or newer with HUD sticker some may require a B-1 Seal)
- Copy of Deed/Plat (Legal Description)
- Septic Permit/Verification
- Driveway Approval/Information (County, State, Existing, or Private)
- House Plans (Floor Plans for new mobile homes)
- Sketch of MH on the property with setbacks & distances
- Contractor-Installer Information/Certification or Letter of Exemption

*Building Permit Fee:*

*SW (Single Wide) & DW (Double Wide) = \$100.00*

*Electrical Fee = \$40.00 Must have Certified Electrician information if not on file, or waiver form*

*For used mobile homes, most require the B-1 safety seal before electric company can be hooked up*

**For new addressing, please mark location of the location of front door**