

1. Zoning Clearance Permit Application (No Fee)
 - a. A Zoning Clearance Permit needs to be done for each project that requires a building permit to make sure the property is properly zoned for the project.
 - i. If property is properly zoned for project Zoning Administrator will approve Zoning Clearance Permit and you should proceed to Building Permit Application.
 - ii. If property is not properly zoned for the project Zoning Administrator will not approve the Zoning Clearance Permit and you can submit an application for a variance or exemption from the current zoning requirements or discontinue the project. The application for variance or exemption will require a public hearing before any recommendation can be made to the city council. Final approval of any exemption or variance will be done by the City Council.

2. Is my project exempt from the building permit process? If yes, nothing else is required, however the building inspector will conduct a safety inspection at homeowners' request. If project is not exempt from the building permit process continue on to step 3.

3. Building Permit Application (Residential \$50.00 Fee, Commercial \$100.00 Fee)
 - a. Once approval has been obtained for Zoning Clearance (either by permit approval or a variance/exemption by the City Council) you need to submit a Building Permit Application.
 - b. Building Permit Application needs to be filled out as completely as needed for the specific project. A drawing to represent the project needs to accompany the application.
 - c. Building Permit Application fee will be paid at the City Hall when the application is received.
 - d. Building Permit Application will be considered by Building Inspector.
 - e. Schedule with building inspector the "on site" visit.

4. On site visit with building inspector.
 - a. Building inspector will make the first on site visit, if the building site meets requirements a building permit will be issued at this visit.
 - b. Additional Permits could be required for Electrical, Plumbing or Mechanical. (\$25.00 Fee Each)
 - i. Electrical, Plumbing or Mechanical contractors will need to obtain specific permits.
 - ii. All contractors are responsible to schedule inspections with the building inspector. If repeat inspections for same work are required an additional charge of \$20.00 each will be made.
 - c. Building inspector will make inspections of the project and issue a certificate of occupancy when project is completely approved.