

155.03 PERMIT REQUIRED. A building permit is required prior to construction of any structure and prior to changing the outside dimensions of any structure. No building or other structure shall be erected, altered, or occupied within the City without first receiving a permit. A penalty of \$100.00 will be charged if permit is not issued before construction starts.

155.04 APPLICATION. Application shall be made in writing, on forms available at the Clerk’s Office, filled out in ink, and filed with the Building Official. The application shall contain the following information:

1. Name. The name and address of the applicant.
2. Location. The street address and full legal description of the property.
3. Proposed Work. The nature of work proposed to be done.
4. Use. The use for which the structure is or will be used.
5. Plans. Application for permits shall be accompanied by such drawings of the proposed work, including such floor plans, sections, elevations and structural details, as the Building Official may require.
6. Plot Diagram. The application shall be accompanied by a plot diagram in a form and size suitable for filing permanently with the permit record, drawn to scale, with all dimensions figured, showing accurately the size and exact location of all proposed new construction or, in the care of demolition, of such construction that is to be demolished and of all existing buildings. It shall be the owner’s responsibility to locate all lot pins before application is submitted and have the construction site staked according to building diagram.

155.05 PERMIT FEE SCHEDULE.

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| 1. | All Decks, Storage Sheds, Fences..... | \$ 20.00 |
| 2. | All Four-Season Rooms, Attached Garages, Additions..... | \$ 50.00 |
| 3. | All Detached Garages, Gazebos | \$ 50.00 |
| 4. | All New Construction Homes – 900 to 1,500 square feet | \$ 100.00 |
| 5. | All New Construction Homes – 1,500 to 2,500 square feet | \$ 150.00 |
| 6. | All New Construction 2,500 square feet or larger | \$ 200.00 |

Any one building permit with multiple construction will be charged with a fee equivalent to the higher fee schedule and not per individual structure, change, or addition.