



SETTLED IN 1850

Accessory Building/Carport/Addition Checklist

Complete plans drawn to scale are required.

- Site Plan showing the dimensions of the property, location of existing residence, and the proposed structure indicating the setbacks. Setbacks (distances) between all structures (new and existing) and from structures to all property lines.
- Layout of the structure, including: electrical, window sizes and locations, door locations, existing windows and doors (indicate what will be covered up, cut out)
 - Footing/Foundation detail including: size and depth of footings, foundation, rebar schedule, anchor bolt size, spacing and exterior hold down strap type and location.
 - Wall sections (footing to roof, truss detail, beam sizes)
 - Indicate rafter or truss size, direction and anchoring
 - Size of lumber to be used for studs, headers, beams, etc. and stud spacing
 - Indicate if insulation and/or sheetrock will be installed and what types
 - Elevation drawings views (front, rear, left side, right side)
 - Height of structure from grade to roof peak and grade to eave
 - Identify finish materials to be used to cover roof and exterior
 - Location of sub-panel(s), lights, switches, outlets (interior and exterior), smoke/CO detectors, exhaust fans, etc. Show and label circuit sizes for all rooms. Label GFCI protected outlets.
 - Location and clearances at plumbing fixtures, fuel burning appliances; location of gas lines and mechanical vents.
- Total square footage
- Valuation for project (labor and materials)
- Contractor information, which includes license number, phone number, email and mailing address. This information is needed for the general contractor and each subcontractor. Subcontractor list is required to be filled out completely.
- Engineering required on all plans stamped by a licensed structural engineer
- You may be required to bring certain areas up to code (smoke detectors, carbon monoxide, egress, etc.).

Contact Community Development for Zoning

See 2021 IR Code

Permits become null and void if work or construction authorized is not commenced within 180 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All fees and or bonds will be relinquished and forfeited all right to claim the performance deposit. The City may thereafter transfer the available funds from the deposit to the General Fund of the City or any other fund of the City.



Inspections needed but not limited to

- Footings
- Foundation
- Underground plumbing or gas line if applicable
- 4-way (framing, HVAC, plumbing, electrical) shear wall
- Firewall
- Insulation
- Weather barrier
- Lath
- Final
- Bond Release*

*If a there is a Bond, a Bond Release will be paid upon passing Final and Bond Release

Please allow 10 business days for the review. Inspections can be made within 2 business days