REQUIREMENTS FOR BUILDING PERMIT ISSUANCE

Project Name	Date:
Applicant:	
Subdivision:	Lot No.:
Project Address:	Unit/Village:

Building Type (circle one): Model Home Production Home Custom Home Non-residential

Instructions: The requirements for building permit issuance for model homes, production/custom homes, and non-residential structures are represented by the unshaded boxes under the appropriate column in the chart below. No building permit will be issued until all requirements for the permit requested have been satisfied and the unshaded boxes under the applicable columns have been initialed by the appropriate City staff. It is the applicant's responsibility to obtain all the necessary approvals (initials by the appropriate City staff) and submit this completed form to the Building Division prior to issuance of a building permit.

	Responsible Division	**REQUIREMENTS**		
		Building Permit Issuance		
ITEM	**Responsible Division**	**Model Home**	**Production Home - Custom**	**Non-Res./ Multi-Fam.**
1. Building plan check approval complete	Building			
2. All-weather access complete[1]	Fire			
3. Water system (capable of delivering fire flows) installed, pressure tested & operable, including hydrants.	Construction Inspection			
	Fire			
4. All property corners staked including certification letter from licensed land surveyor	Construction Inspection			
5. Pad elevations & lot compaction certified by appropriate engineer.	Construction Inspection			
6. All Conditions of Approval applicable to building permit issuance satisfied, including parkland dedication and payment of park in-lieu fees.	Planning			
	Engineering			
	Parks & Rec			
7. Curb, gutter, sidewalk, paving complete.	Construction Inspector	N/A		N/A
8. Water, sewer, storm drainage systems complete and ready for use.	Construction Inspector	N/A		N/A
9. UG electric, gas, telephone, and cable complete.	Construction inspector	N/A		N/A
10. All required subdivision improvements substantially complete. [2]	Construction Inspection	N/A		N/A
	Planning	NA		N/A
	Engineering	N/A		N/A
Remarks:				

[1]All weather emergency access defined as:

6" 95% compacted AB from May 1st to September 30th	2" AC over 6", 95% compacted AB from October 1st to April 30th
Minimum 27ft in width, and maximum 500 ft in length with adequate turn-around area.	[2]Substantially complete shall mean all life/safety improvements complete including street lighting and traffic signing and striping.

NOTE: A final inspection and approval for occupancy will not be granted until such time the required subdivision improvements and/or required on-site/off-site improvements have been completed and accepted by the City.

Revised: 3/06

R:/Neighborhood Services/Building Web Site/General Forms