

**USE THIS CHECK LIST TO MAKE SURE ALL REQUIREMENTS HAVE BEEN  
COMPLETED BEFORE COMING TO THE CITY OFFICE  
@ 4150 SOUTH 3900 WEST TO PICK UP A BUILDING PERMIT**

**HAVE QUESTIONS?  
CONTACT: PATRICIAL MIKESELL, Department Assistant**

## **BUILDING PERMIT CHECKLIST**

**APPLICANT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**BEFORE PICKING UP A BUILDING PERMIT FOR A SINGLE  
FAMILY DWELLING – BE SURE THE FOLLOWING ITEMS HAVE  
BEEN COMPLETED**

- a. \_\_\_\_\_ **Completed Building Permit Application**
- b. \_\_\_\_\_ **Proof of Secondary Water Availability**
- c. \_\_\_\_\_ **Proof of Fire Dist. Impact Fee Paid**
- d. \_\_\_\_\_ **Two Sets of Engineered Building Plans**
- e. \_\_\_\_\_ **Two Copies of Site Plan**
- f. \_\_\_\_\_ **Application of Sewer Service**
- g. \_\_\_\_\_ **Culinary Water Receipt**

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**(BELOW IS FOR OFFICE USE)**

**Date Submitted and placed in Larry's box:** \_\_\_\_\_

**PICKED UP BUILDING PERMIT AND PAID FEES:**

**Date picked up:** \_\_\_\_\_

**Building Permit fee paid:** \_\_\_\_\_

**Sewer Connection fee paid:** \_\_\_\_\_

**\$500.00 Bond paid:** \_\_\_\_\_