

RULES AND REQUIREMENTS OF THE BUILDING
INSPECTION DEPARTMENT
As required by GIS

A BUILDING AND ZONING (if applicable) PERMIT IS REQUIRED PRIOR TO THE CONSTRUCTION OF THE FOLLOWING WORK:

1. ALL COMMERCIAL BUILDINGS AND CONSTRUCTION PROJECTS.
2. HOUSES- NEW HOMES, MODULAR AND MOBILE INCLUDED.
3. ADDITIONS
4. GARAGES
5. DECKS
6. PORCHES
7. REMODELING- ANY REMODELING OR ALTERATION OF A STRUCTURE WHICH INVOLVES CHANGING THE STRUCTURAL MEMBERS, SUCH AS INSTALLING OR CREATING NEW WINDOWS OR DOORS, ANY ADDITIONAL WIRING OR PLUMBING, OR CHANGE IN SERVICE OR MECHANICAL APPLIANCE. EXEMPT WORK INFORMATION IS AVAILABLE AT THE BUILDING DEPARTMENT OFFICE.
8. CHIMNEYS, FLUES AND BUILT IN FIREPLACES.
9. DEMOLITION OF ANY STRUCTURE.
10. CHANGE OF OCCUPANCY OR EGRESS EXITS OF A BUILDING.

The 2003 International Building Code and the 2003 International Residential Code plus any amendment by the Building Department policy will be used in the Administration of this Building Inspection Department.

- Building Permit will be issued only when Plan Review Approval is complete and all fees are paid.
 - Plan Review requirements for Additions will include Plans for the Addition only, but must show how the addition will connect to the existing structure.
 - Inspection of additions will be limited to the addition only, unless there is an incorporation or modification of rooms to the existing structure.
 - Residential alteration work may not need detailed Plans for Plan Review Approval. A copy of the original Contract with price and a detailed scope of work to be performed will need to be supplied to the Building Official. Please check with the Building Official before starting any work that needs a building permit.
 - Maintenance work will not need a Building Permit or Inspection. It is recommended to notify the Building Department prior to commencing any construction project to check if permits or inspections are needed and if any planning/zoning requirements need to be verified.
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- Residential construction projects can be designed by either the homeowner or the contractor. Although it is not necessary that the construction drawings for

residential building be prepared by an Architect or Engineer, it is necessary that the drawings be drawn clearly, accurately and with sufficient detail that the information will enable the Building Inspector to determine compliance with the applicable Building Codes. Sketches and doodles cannot be accepted.

- **The Building Official/Inspectors will extend their help and cooperation** in creating acceptable construction drawings when necessary.
- Commercial Projects (Non-residential) must be designed by a licensed professional. Plans must be stamped and sealed.
- Certificate of Occupancy will be issued only after all Inspection Approvals are complete.
- Temporary Certificate of Occupancy is available under certain conditions. Check with the Building Official when this is needed.
- As-built drawings will be needed when there is a Field Change from the original submitted plans. As-built drawing details and submittals will be at the discretion of the Building Official.
- Although Contractor Warrantee submittal is not mandated by this Building Department, it is strongly suggested that the consumer obtain such a document.
- Contractors are responsible for all work to be performed to the Adopted Code of the Jurisdiction.
- Contractors intending to perform work in this municipality jurisdiction must provide the Building Department Office with a copy of Workers Compensation Certificate naming this municipality as the certificate holder.
- Detached private garages, greenhouses and sheds having a building area less than 500 square feet that are accessory to detached one-family dwellings are exempt from Building Code requirements.
- Agricultural buildings will be exempt from Building Code requirements, except those that are intended for use as habitable space, spaces in which agricultural products are processed, treated or packaged and space to be occupied by the general public.