

Building Department
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Director
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ATTENTION ALL CONTRACTORS

Permit applications must have all information completed. This includes owners name, address and phone number on all building, plumbing, electrical and mechanical permits. The work details are to be described on the proper section of the application, including the estimated value of work, **including materials and labor costs**, the application must be signed and dated. You must also submit a signed Consumers Rights Acknowledgement Form.

If you are the general contractor you are responsible to submit all trades with your application. Please include all contracts, completed applications and descriptions of work, plans, etc. **All work** must be declared on the permit applications.

If you or any of the other trades have not registered you/they must come **in-person** to register.

All paperwork must be complete to submit for permits. We will not accept incomplete paperwork or documentation.