



CONTRACTOR COPY
INSTRUCTIONS FOR OBTAINING A RESIDENTIAL BUILDING PERMIT

To obtain a building permit you must have the following:

1. A sit plan (**2 copies**) that includes a copy of the plat map which shows any existing structures. **Clearly define the new structure, or addition** from any existing structure. Any new structure must meet all current setback requirements.
2. A floor plan (**2 copies**) including interior layout, door locations, designated use of rooms, dimensions of building and interior spaces. A typical exterior wall section showing foundation, floor, wall and roof framing (if required) and materials to be used.
3. A **complete** Auburn building permit application.
4. After presenting the required materials, your plans and application will be reviewed. If needed plans will also be reviewed for all required trades.
5. If all inspectors approved your plans and application you will be issued a building permit. Permit fees will vary according to construction. **All electrical, plumbing, and hvac work will require separate permits.**
6. Most building permits will require a footing, framing, and final inspection. **A Final inspection is mandatory before occupancy.** These are separate inspections for the electrical, plumbing, and hvac work to be performed.
7. An inspection card and proper street address must be posted at the construction site at all times to receive an inspection. **A copy of the approved plans are required to remain on site during construction.**
8. Provide an approved sewage disposal permit from the county health dept.

ALL INSPECTIONS REQUIRE A 24-HOUR NOTICE, WITH NO EXCEPTIONS!
CALL (770) 963-4002