

## **BUILDING PERMIT REVIEW & INSPECTION PROCEDURES FOR RESIDENTIAL CONSTRUCTION**

(1 & 2 Family Detached Dwellings, Manufactured/Industrialized Homes)

**Determine if any other permits or reviews are needed.** The applicant needs to determine if the proposed building project must comply with any other development regulations of the respective municipality. Examples of other development regulations include: building setback distances; sewage or water permits; flood zone regulations; storm-water regulations/permits; zoning regulations/permits; subdivision regulations; road cut regulations; state highway occupancy permit; etc. Please refer to a “Building Permit Checklist Form”, which will be included with your “Building Permit Application”. Also, building permit applicants should be aware that their property may be subject to deed restrictions.

**Apply for a Building Permit.** Please complete the “Residential Permit Application”, “Municipal Authorization Form”, “Workers’ Compensation Insurance Form”, and the “Submittal Checklist Form”: and Return it to LMIA, together with a site plan, and two (2) sets of drawings for the project (drawings should be in such clarity and detail to allow the Plan Reviewer to readily determine compliance with the Uniform Construction Codes – UCC). The Building Inspector and LMIA Office will review the application for completeness.

**Municipal Authorization Form.** The top portion of the form needs to be completed by the applicant then submitted to the municipality of jurisdiction for review, completion, and approval.

**Submittal Checklist.** This form is included in the package as a guide sheet to aid the applicants in submission of the proper documents necessary in the application of a building permit.

**Application Review.** The applicant will be contacted following the LMIA plan review. If the plans comply with the UCC requirements, they will be marked approved. If the UCC requirements are not met, you will be requested to supply additional information.

**Pick up the approved plans and pay fee.** The LMIA Office will notify the applicant when their building permit is ready to be picked up. The applicant must then either mail a check or go to the LMIA Office to pay the permit fee (check made payable to LMIA) and pick up the building permit or it can be mailed to you.

The permit fee covers the application review and all scheduled inspection visits. The building permit and one (1) set of approved plans must be kept on the job site. The second set of approved plans will be kept on file at the LMIA Office. An inspection schedule explaining when to call for inspections will be included with your building permit.

**Begin Construction.** The applicant may now begin construction. Remember to contact the Building inspector 24 hours (1day) in advance to arrange for the required inspections. Inspections are required for the following; but not limited to:

1. Footings and Foundations
2. Plumbing
3. Electrical
4. Mechanical
5. Energy
6. Final Inspection

**Additional trip fee may be charged if project is not ready for requested inspection.**

**Permit Extensions.** Please be aware that permits are only valid for six months, but may be extended for an additional six months if a written request is received by the LMIA Office before the expiration date of the original permit.

**Occupancy Permit.** After the final inspection is successfully completed, if not hand delivered by the Inspector, the LMIA will mail a Certificate of Occupancy and the building may be occupied.

**NOTICE:** This process is subject to change when necessary to comply with State regulation or Agency policy changes.