

BUILDING PERMIT PROCEDURES



1. SUBMIT A COMPLETED BUILDING PERMIT APPLICATION WITH THE FOLLOWING :
 - A. TWO (2) SETS OF BUILDING PLANS (MUST BE STAMPED AND SIGNED BY A LICENSED ENGINEER)
 - B. PLOT PLANES SHALL INCLUDE SETBACKS, EASEMENTS, LOT DIMENSIONS, AND HOUSE DIMENSIONS AND ALL OTHER PERTINENT INFORMATION.
 - C. ENGINEERED PLAN SHEETS AND STRUCTURAL CALCULATIONS AND MEC CHECK (MECHANICAL ENGINEER CALCULATIONS).
2. THE PLANS ARE GIVEN TO THE CITY PLANNER WHO WILL CHECK THE PLOT PLAN AND VERIFY ALL SETBACK INFORMATION BEFORE PLAN REVIEW
3. WHEN PLAN REVIEW AND APPROVAL IS COMPLETE YOUR PLANS WILL BE STAMPED APPROVED AND 1 SET RETURNED UPON PAYMENT OF THE PERMIT. ANY DEVIATION FROM THE APPROVED SET OF PLANS SHALL BE BROUGHT TO THE ATTENTION OF THE BUILDING DEPARTMENT FOR FURTHER REVIEW AND APPROVAL
4. WHEN THE PERMIT IS APPROVED AND FEES CALCULATED THE BUILDING DEPARTMENT WILL CALL AND INFORM YOU THAT THE PERMIT IS READY TO BE PICKED UP AND PAID FOR AT THE WEST POINT CITY BUILDING DEPARTMENT AT 3200 WEST 300 NORTH
5. **PERMITS MUST BE PICKED UP AND PAID FOR BEFORE ANY CONSTRUCTION BEGINS.**
6. BUILDING INSPECTIONS REQUIRE **24-HOUR NOTICE** AND CAN BE MADE BY CALLING 776-0970 BETWEEN THE HOURS OF 8:00AM AND 5:00PM

IF THIS IS AN OWNER/BUILDER PROJECT THE FOLLOWING IS REQUIRED:

1. A **DOPL** "OWNER/BUILDER CERTIFICATE" SHALL BE COMPLETED, SIGNED AND NOTARIZED.
2. A COPY OF ALL INSPECTIONS NEEDED AND "FINAL INSPECTION CHECKLIST" SHALL BE PROVIDED TO ALL OWNER/BUILDER APPLICANTS.