

# Guide to Building Permit Submittals



## All permits should be applied for online through the CSS portal

Permit Type	Submittal Requirements
Certificate of Occupancy ONLY	Certificate of Occupancy Application with <b><u>Floor Plan w/ dimensions</u></b>
	Copy of Sales Tax Certificate
Commercial Building, New Commercial Shell / Finish-Out Commercial Addition / Remodel Multi-Family	Building Permit Application
	Commercial Plan Review Checklist
	Construction Plans with Site Plan
	Plan Review Fee due at submittal (except remodels)
Minor Commercial permits – Electrical, Mechanical or Plumbing	Building Permit Application
	MEP drawings (when applicable)
Residential, New House, Townhome, Duplex Residential Addition / Remodel	Building Permit Application
	Residential Plan Review Checklist
	Construction Plans with Plot / Site Plans
Demolition	Building Permit Application
	Asbestos Certification Survey (if applicable)
Donation Bin	Building Permit Application
	Plot / Site Plan
	Letter of authorization from the property owner
Patio Cover / Carport / Shade Arbor/Deck/Pavilion	Building Permit Application
	Construction Plans with Plot / Site Plan
Pool / Spa	Building Permit Application
	Pool / Spa Review Checklist
	Construction Plans with Plot Plan or Survey
Storm Shelter	Building Permit Application
	Storm Shelter Review Checklist
	Construction Plans
Temporary Use / Special Event	Temporary Use Permit Application
	Site Plan
Accessory Buildings	Building Permit Application
	Construction Plans with Plot / Site Plan
Concrete	Building Permit Application
	Construction Plans with Plot / Site Plan
Windows	Building Permit Application
	Plot / Site Plan showing location and size of windows
Irrigation	Building Permit Application
	Irrigation Review Checklist
	Construction Plans with Plot / Site Plan
Fence / Screening Wall	Building Permit Application
	Fence / Wall Review Checklist
	Plot / Site Plan
Sign	Building Permit Application
	Sign Review Checklist
	Site Plan and Drawings of Each Sign
Solar Photovoltaic System	Building Permit Application
	Solar System Review Checklist
	Construction Plans/Site Plans