



Permitting

The following documents are required for all permits:

911 Permit #
Sewer Permit #
Legal description of the property with the Parcel number
Your electric company and account number

Projects requiring permits:

- New Homes
- Commercial projects and remodels of any size, and any change of use which results in change of occupancy.
- Electric services of any kind-
- Mobile-Manufactured Homes
- Additions of greater than 50% of the size of the home if original construction was previous to 2007. Homes built after 2007 all additions regardless of size.
- Detached buildings greater than (400 SQ feet this may differ depending upon the jurisdiction).
- Substantial Remodels of over 50% of the home if the home was built before 2007. Homes built after 2007 any remodel.
- Grease trap installations. Size requirements will be on permit and application
- Home relocations the foundation is treated just like a new home and modifications may be required
- Mobile Home/RV parks- Call for requirements and see application
- Exempt projects- Camps and Farm structures. affidavit must be completed and filed at the courthouse. Title 55 lists the requirements for exemption

For new homes you will also need:

Two sets of plans or a PDF file.
Manual J and D, this obtained from the A/C contractor.
Homeowners are required to provide a list of licensed sub contractors see homeowners affidavit.
A scope of works is needed for all remodel's

The inspection process is as follows:

For MH,ES,RV and permits that require just an electrical inspection, call the number at the top of your permit It says inspection under the phone number, once the service is connected to the MH or the service is complete. The connection must be made from the pole to the Mobile home and two ground rods installed before inspection. See Mobile home requirements and your permit for instructions.

New Home inspections: Please allow 24 hours for inspections, you may be asked to confirm that the inspection is ready the same day.

After the plan has been reviewed for compliance and the permit has been issued the inspection order is:

Ground Plumbing- Before its covered and once a water or air pressure test is in place.
Foundation- Once the dirt has been treated for termites and the foundation is ready for concrete. Allow 24 hours for inspection please don't expect same day inspections.

Rough in- Electrical, Framing, Mechanical and Plumbing these are usually done at the same time and before insulation

Insulation- This is done after the Rough in's and before sheet rock is hung

Electric service connection- This is done once the service has been built and the home is ready for permanent power.

Final- This is the last inspection it is done once the home is complete, There may be a DET (duct and envelope tightness test done at the same time) so please allow time for this.¹