

## **Frequently Asked Questions (FAQ's)**

**Question:** Can I apply for my building permit by mail?

**Answer:** No, the building permit must be applied for in person as we must review the application and send the applicant to various departments to collect fees

**Question:** When can I apply for my building permit?

**Answer:** Permits may be applied for Monday through Friday from 8:00 am until 4:00 pm. We will not take any new applications after 4:00 pm

**Question:** Can I pay for my permit once the permit is ready to be issued?

**Answer:** No, the building permit fee must be paid the day the permit is applied for

**Question:** Can I come and pick up my building permit once it is issued?

**Answer:** No, the permit can not be picked up. We mail all of our building permits unless special arrangements have been made.

**Question:** What forms of payment does your department collect?

**Answer:** We are only able to accept checks as form of payment for permits, renewals and re-inspection fees. We do not keep cash in our office, nor do we have a credit card machine.

**Question:** How long are permits good for?

**Answer:** Permits are good for 18 months. The first inspection must be called in within 9 months.

**Question:** What is the cost for a building permit?

**Answer:** Building permit fees are based on the value of the construction of the project.

**Question:** When can I schedule inspections for my building permit?

**Answer:** Inspections may be called into our office Monday through Friday from the hours of 8:00 am until 3:30 pm (3:30 pm is in the cut off time for obtaining an inspection for the following business day).