



Residential Permitting Process

Step 1- Apply for "Zoning Permit" if required. A zoning permit is required for construction of a new single or multi-family dwelling, placement & setup of a modular, placement & setup of a manufactured home, accessory structure (site built or pre-manufactured) and changing/adding to the existing footprint of a dwelling or other residential structure. If "Zoning Permit" is not required proceed to Step 4.

Step 2- Once you submit your "Zoning Permit Application", it will go through a zoning review. You will receive notification in the portal and by email if further information is needed or questions arise.

Step 3- You will receive a notification in the portal and by email when permit has been approved and awaiting payment. Payments can be made online using a credit/debit card, in person with cash, check or credit/debit card or by mailing a check. The "Zoning Permit" will automatically issue when payment is received.

Step 4- Apply for the appropriate "Residential Building Permit". Please see below for permit types and descriptions. All required documents must be uploaded in **PDF format**. If you are unable to upload documents, you may bring them to our office to be uploaded.

Step 5- Once you submit your "Residential Permit Application", it will go through an intake review and code enforcement review (this is not a plan review for code compliance). **Please note residential permits are not reviewed for code compliance**. You will receive notification in the portal and by email if further information is needed or questions arise.

Step 6- You will receive a notification in the portal and by email when the permit has been approved and awaiting payment. Payments can be made online using a credit/debit card, in person with cash, check or credit/debit card or by mailing a check. The "Residential Building Permit" will automatically issue when payment is received.