



## Residential New Construction Building Permit Procedures:

The following process shall apply for all new single family dwelling (SFD) permits:

- Submit a Foundation Permit application with Erosion Control Plans and a Plumbing Permit (PL) application; water meter/sewer tap receipt is required at this time (Building plans can be turned in at this point to start the review process)
- **ALL PROPERTY LINE PINS SHALL BE CLEARLY IDENTIFIED THROUGHOUT ALL PHASES OF CONSTRUCTION**  
Contractor may proceed with grading, slab plumbing, slab preparation and placing of concrete.  
**NO FRAMING OF ANY KIND IS TO TAKE PLACE**
- After foundation is poured, a foundation survey is required in order to close out the foundation permit
- Contractor may proceed to submit the Building Permit application. At this time, Electrical Permit and Mechanical Permit applications (if not already received) are required.  
**BUILDING PERMIT WILL NOT BE RELEASED WITHOUT APPROVED FOUNDATION SURVEY AND TRADE PERMITS**  
(and after normal plan review procedures, if applicable)
- A ***final*** survey showing the completed structure as well as drives, walks and, if applicable, fences and accessory structures is required prior to issuance C of O

Should you have any questions, please feel free to contact the Building Department at (770) 719-4062