



Residential Plan Review and Permitting Procedures (South)

Permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance.

New and Remodel/Addition Residential Permits. Have applicant submit the following:

1. Permit Application
2. (2) Plot Plans to include Legal Description {Lot, Block, Subdivision) and lot dimensions
3. (2) Energy reports - Energy Code adopted by City
4. (2) Stamped Engineered foundation letters
5. (2) Stamped Engineered foundation plans
6. (2) Sets of House Plans

Note: Special departmental requirements conducted prior to permit submittal to BV will help expedite permit issuance.

Send complete permit package to BV,
via Fed Ex# _____ BVPlan Review Staff:

1. Enters permit information into BV Task Management System.
2. Verifies if all documents are received and are specific to the legal description of the lot. Reviews plat versus plot plan for building setbacks, lot coverage, and masonry requirements according to zoning and ordinance requirements.
3. Reviews plan for building code violations.
4. Reviews energy code compliance report for verification of compliance with the IECC code edition adopted by City.
5. Contacts the applicant if any information is missing or revisions are needed. If revisions are required, the application will be placed on hold until we receive the corrected documents. A copy of the plan review revision request will be forwarded to the city upon request.
6. Packages permit pack for delivery after plan is approved.

BV via Fed Ex

Returns approved permit packet to the city.

City Staff

City staff notifies BV that permit has been issued. (BV Task Management System can be used for this purpose.)