

PERMITTING ACCESSORY USES

STEP ONE: Applicant fill out and submit permit application to the Building Department. Staff will assist with application.

STEP TWO: Building Department will contact applicant informing applicant if the permit is ready or additional information is required.

STEP THREE: The applicant will come to the Building Department to submit missing documentation or if complete pay for permit (check or credit card). Post permit on property.

STEP FOUR: When permit is issued as noted in Step Three, applicant goes to courthouse to record notice of commencement, if permit value requires it. (If permit is to be paid for in cash, permit must be paid for at Courthouse prior to issuance.)