

RESOLUTION NO. 781

A RESOLUTION OF THE CITY OF CLINTON  
TO ESTABLISH ITS BUILDING PERMIT APPLICATION PROCESS

WHEREAS, the City of Clinton desires to establish a Building Permit Application Process:

Section 1. An applicant for a Building Permit shall submit a completed Building Permit Application, along with the required fees, of a type identified in either of the following subsections:

- (a) for new construction or additions and/or alterations to existing structures, which has not begun;
- (b) for new construction or additions and/or alterations to existing structures, which have begun, provided that there shall be a surcharge for ongoing construction and such construction shall cease until the permitting process is completed.

Section 2. A Building Permit Application shall contain the following information:

- (a) Owner Information;
- (b) Survey and/or Plot Plan;
- (c) Type of Work to be Accomplished;
- (d) Written Description of Work to be Accomplished;
- (e) Detailed Drawing of Structure from an Architect or Engineer:

For new constructions, this will be comprised of one set of complete plans no smaller than 24" x 36" at minimum to include:

1. Site Plan
2. Plot Plan
3. Elevation
4. Electrical to include location of all plugs, switches, lights, disconnects, smoke detectors, main and sub panels and meter bases.

5. Plumbing to include location of fixtures, water and sewer supply lines, and sprinkler system heads
6. Mechanical to include location of units, size of units and disconnect size

- (f) Contractor Information;
- (g) Subcontractor Information;
- (h) Total Square Footage;
- (i) Total Number of Buildings and Units;
- (j) Sprinkler System Information; and
- (k) Certification of owner or authorized agent that all applicable laws have and will be abided by; and all information is true and correct to the best of the Applicants knowledge

Section 3. Upon submission of the completed Building Permit Application to the City Clerk, the application shall be reviewed for compliance with Title 10, 11, and 12 of this code.

Section 4. If it is determined that the Application should be referred to the Planning and Zoning Board, the Application shall be held in abeyance.

Section 5. Upon approval of a Building Permit Application, the City shall issue a Building Permit and a Permit Placard. A copy of the Permit shall be kept visible on the exterior of the project site, along with the Permit Placard until after the final inspection.

Section 6. Inspections are required for each phase of the construction work. It is the responsibility of the Contractor or Owner to provide 24-hour notification of need for inspection. All inspections are to be scheduled during normal business hours. Work shall not proceed until the field inspection has been approved.

Section 7. The City Inspector shall perform a Final Inspection for all permits issued. Upon completion of the Final Inspection, the Building Inspector shall complete a form to be kept on file with the City for a period of one (1) year, and the permit shall be closed. Further, the completed form shall also be visibly posted on the inside of the mechanical closet doors.

NOW THEREFORE, be it resolved by the \_\_\_\_\_ that Resolution No. \_\_\_\_\_ be adopted as described above.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

THE \_\_\_\_\_

BY: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Secretary of