

Residential Building Permit FAQs



Q: How do I obtain a permit for a fence?

New fences or even replacements of existing fences (longer than 10 linear feet) require you to obtain a permit. To apply, please complete a fence permit application and provide us with a copy of your plat of survey. You will need to tell us the fence location, style and height. Please allow for 3 to 5 business days for permits for fences, sheds, patios or driveways to be processed. The fee for a fence permit is \$55.00.

Q: Do I need a permit to tear down my shed and put up a new one in the same place?

Yes, please. As above, we ask you to submit a completed permit application and a copy of your plat of survey. Also, please draw the proposed location of your shed on the copy of your plat and indicate the shed size (L x W x H) and distance from property lines. The permit fee is \$80.00.

Q: I want to replace my asphalt driveway with concrete. Is a permit needed?

Whether you choose blacktop, concrete or brick pavers, new or replacement driveways always require a permit. Remember that work in the public right of way (apron area) requires you to use a contractor registered with the City or to make a deposit that will be refunded once the work is approved. Finally, remember that gravel is not allowed. The application process and fee are the same as for sheds.

Q: Is a permit needed to add a new service walk?

The addition or replacement of walkways on private property does not require a permit. Keep in mind that sidewalks cannot be located alongside a driveway, as this would be considered driveway widening. Permits are needed, however, if you are adding or replacing a stoop, stairs or steps to ensure step dimensions are code compliant. The application process and fee are the same as for sheds.

Q: We plan to purchase an aboveground swimming pool for our family. Do we still need a permit for a small, inflatable pool?

Sometimes. A permit is required for any aboveground pool with a water depth of two feet (24 inches) or more. In ground pools, on the other hand, always require a permit. To apply for a permit, please provide us with a completed application, plat of survey with proposed location and manufacturer's product specifications. The permit fee is \$135.00 for above ground pools and \$315.00 for inground. Please allow 10 working days for your permit to be reviewed.

Q: Do I need to submit architectural plans if I want to build a new porch or deck?

No. If you are adding or replacing a deck, porch, pergola, canopy, or three-season room, please provide us with a completed building permit application, plat of survey to indicate the proposed location and drawings to include foundation, footings, construction type and any electrical or mechanical diagrams if applicable. We will evaluate your project and ensure it meets building code. Plan review time takes 10 working days and the permit fees range from \$105.00 to \$135.00.