Residential Building Permit Procedures

Who can obtain Building Permits

A property owner who presently occupies or intends to occupy a Single Family residence may obtain a building permit to construct or repair a residence. This is commonly referred to as a "Self Permit." In this case, the property owner assumes all responsibility for ensuring all work meets the requirements of all applicable Zoning, Building and Trades Codes. Contractors may also obtain a building permit.

When is a Building Permit Required

A building permit is required under the following circumstances:

1. *Construct a new residential building or addition thereto.*
2. *Place or replace a mobile home on the property.*
3. *Place a modular or double-wide mobile home on the property.*
4. *Move and place a previously constructed residential structure on the property. (This may also require a separate moving permit.)*
5. *Construct a new accessory structure or addition thereto (accessory structures include garages, carports, patio covers, decks, porches and storage buildings including portable storage buildings of 100 square feet or more.)*
6. *Construct or install a swimming pool (below or above ground pools require a 48 inch high barrier or fence around the pool. A SITE PLAN IS REQUIRED FOR ITEMS 1-6.*
7. *Convert an accessory area, such as an attached garage, unfinished basement, attic, etc., to habitable space.*
8. *Install siding, roofing, fireplaces or solar panels. Repair, alter, or rehabilitate a structure that goes beyond the scope of normal maintenance repair, including removing or altering load bearing timbers, replacing supporting walls, or moving partitions.*
9. *Demolish any structure or portion thereof.*

When is a Building Permit Not Required

Normal maintenance repairs shall be defined as repairs to an existing building or structure, including but not limited to exterior and interior painting, papering, glazing of windows and doors, floor finishing, minor repairs to chimneys, stairs, porches, underpinning, and repairs to an existing roof not to exceed 33 percent of the roof area.

A SITE PLAN IS REQUIRED TO OBTAIN A RESIDENTIAL CONSTRUCTION PERMIT

A site plan must be submitted by the applicant, for review, involving any application for new construction, additions or any work described in items (1) thru (6) above. A site plan is reviewed by the Tribal Planner to determine compliance with setback requirements and other bulk requirements of the Zoning Code. An accurate and complete site plan is extremely important in expediting the permit application and inspection process.

Construction plans are required for all residences. Elevation drawings are required for detached accessory structures demonstrating the height of such structures.

Application Procedure

Home owners often have a Mortgage Loan Survey which works extremely well for a site plan. This should be submitted with the construction plans and elevations as required. At the time of application you must have the name of the property owner, proper street address and/or tax map and parcel number to insure proper identification of the property.

When you arrive at the Department of Facilities and Planning, you will fill out the permit application form and submit your site plan, if required. The staff will review your application and site plan to make sure all of the necessary information is complete. If all the information you are providing is correct and in compliance with the codes, your permit may be issued.

Some applications require approvals from other Departments, such as Water and Sewer, Health, Planning Commission, Street and Drainage, Historical, Environmental, etc. When this occurs, you will be provided with information and a checklist that will aid you in obtaining these approvals. A typical example of this is an applicant applying for a permit which is served by a private sewage disposal system (septic tank and overflow). This will require an approval from the Health Department prior to the issuance of a permit that involves items 1-7, above.