

STEPS NEEDED FOR BUILDING A HOUSE

1. Take a copy of the deed or plat and the tax map number for the property to the Health Department and apply for a septic tank permit, even if there is an existing tank.
2. Go to the 911 office to get an address for the new home. You will need an address form from 911.
3. Forms you will need to bring to the Assessor's Office for Plan Review:
 - a. Contractor's License number
 - b. Copy of Blueprints for Building Inspector
4. Allow 7 days for a residential review and 14 days for a commercial review. The Building Inspector will call to inform you if the plans have passed review
5. Forms to bring to the Assessor's Office for Building Permit:
 - a. Septic Tank Application signed by DIIHC
 - b. Cost of Total Job
6. Take permits to the Electric Company.
7. Call the Building Inspector for all inspections 803-245-3111.