

BUILDING PERMIT INFORMATION

Submitting Application

1. **Digital Submittal**- Receive application and 1 PDF file digitally from applicant (*Preferred Method of Submission*) **OR:**

Hard Copy submittal - Accept Permit Application with 3 sets of drawings

Make sure application has:

- Signed application form
- Legible address, phone number & email address
- Project cost, description and affected square footage
- Permit review type(s) checked off

2. Pay application deposit – see fee schedule for Application fee amount

Miscellaneous Fees

- **Re-inspect fees** are charged when the inspector must come back a third time to the site for the same inspection that was previously failed or not ready. NIC will provide an invoice with contact information to the City office to call customer and collect payment. The purpose of this fee is dissuasion of premature inspections; not revenue generation.
- **Temporary Certificate of Occupancy (TCO)**- In the event the tenant or owner would like to occupy a structure prior to completion of all issued permits, a TCO can be issued with approval from the Building Official. Since not all permits will require a TCO, this fee is charged on an as needed basis. An invoice with contact information and the certificate will be provided by NIC to the City to call customer and collect payment. The TCO can be released upon payment of the invoice.

Certificate of Occupancy (C of O)

This certificate is issued when the building has passed all the final inspections. The C of O charge is included in the original permit fees. The Certificate of Occupancy is sent to the City office for release. This ensures that a final check for any outstanding fees can be done prior to release. NIC will direct all requests for copies of C of O's to the City office.

Frequently Asked Questions

Q: How long will it be before I can pick up my Permit?

A: We make every effort to process plans as quickly as possible. "Depending on the quality of the plans and if hard copy or digital" we anticipate "about a week" (5-7 days)

Q: What is included in a "set" of plans?

A: A set typically includes **Site Plan, Foundation Plan, Floor Plans, Elevations and Cross Sections**

Q: Who do I contact for questions, problems, etc?

A. 937-433-4642 or 888-433-4642 or plans@natinspect.com

Q: Can I start before I get my Permit?

A: Call 937-433-4642 and explain your circumstances and they'll be able to help you.