



**Portal Application
Permit Description and Permit Type**

The below table provides information for online applicants to determine the correct permit to apply for. When applying online, both the “Department” and “Permit Description” will need to be selected from a drop down menu. Please use the below table to determine the permit that you need to apply for.

Permit Description:	Permit Type:	Used to:	Department
Add Com Building Permit	BLD-COM-ADD	Apply for a building permit that will ADD new square footage to an existing commercial building.	BUILDING
Alt Com Building Permit	BLD-COM-ALT	Apply for a building permit that will alter an existing commercial building, but will NOT ADD new square footage.	BUILDING
New Com Building Permit	BLD-COM-NEW	Apply for a building permit to construct a NEW commercial building.	BUILDING
MFR Accessory Building permit	BLD-MFR-ACC	Apply for a building permit to construct an “accessory” structure such as a shed, parking structure, or other detached structure for an existing Multifamily Development.	BUILDING
Add MFR Building Permit	BLD-MFR-ADD	Apply for a building permit that will ADD new square footage to an existing Multifamily building.	BUILDING
Alt MFR Building Permit	BLD-MFR-ALT	Apply for a building permit that will alter an existing Multifamily building, but will NOT ADD new square footage or dwelling units.	BUILDING

New Multi-Family Residence Building Permit	BLD-MFR-NEW	Apply for a building permit to construct a NEW Multifamily Structure or dwelling unit.	BUILDING
SFR Accessory Building Permit	BLD-SFR-ACC	Apply for a building permit to construct an “accessory structure” such as a shed, parking structure, or other detached structures for an existing Single Family Residence.	BUILDING
Add SFR Building Permit	BLD-SFR-ADD	Apply for a building permit that will ADD new square footage to an existing Single Family Residence.	BUILDING
Add Combo SFR Building Permit	BLD-SFR-ADDC	Apply for a COMBINATION of building/mechanical/plumbing permits to ADD new square footage to an existing Single Family Residence.	BUILDING
Alt SFR Building Permit	BLD-SFR-ALT	Apply for a building permit that will alter an existing Single Family Residence, but will NOT ADD new square footage or dwelling units.	BUILDING
New SFR Building Permit	BLD-SFR-NEW	Apply for a building permit to construct a NEW Single Family Residence.	BUILDING
New Combo SFR Building Permit	BLD-SFR-NEWC	Apply for a COMBINATION of building/mechanical/plumbing permits to construct a new Single Family Residence.	BUILDING
Commercial Conditional Use Permit	CUP-COM	Apply for a Conditional Use Permit for a commercial development.	PLANNING
Residential Conditional Use Permit	CUP-SFR	Apply for a Conditional Use Permit for a Single Family Residence.	PLANNING

Demolition Permit	DEM	Apply to demolish a commercial structure	BUILDING
Demolition Permit SFR	DEM-SFR	Apply to demolish a single family home.	BUILDING
Storm Drainage Permit	DRA	Apply for a storm drainage permit for any type of development that requires conformance with stormwater regulations.	ENGINEERING/PUBLIC WORKS
Special Event Permit	EVN	Apply for a Special Event Permit	PLANNING
Fire Alarm Permit	FRE	Apply for a Fire Alarm Permit to install a fire alarm for all types of development.	BUILDING
Grading Permit	GRA	Apply for a Grading permit for any type of development.	ENGINEERING/PUBLIC WORKS
Lot Line Adjustment	LLA	Apply for a Lot Line Adjustment to move parcel boundary lines, which does not create any additional lots.	PLANNING
Mechanical Permit	MEC	Apply for a Mechanical permit for any type of development.	BUILDING
Mobile Food Unit	MOB	Apply for a Mobile Food Unit Permit	PLANNING
Final Plat	PLT-FINAL	Apply for a Final Plat. Note: for a final plat, a previously approved preliminary plat is required.	PLANNING
Preliminary Plat	PLT-PRELIM	Apply for a Preliminary Plat. Note: this is the first approval required for a subdivision	PLANNING
Short Plat	PLT-SHORT	Apply for a Short Plat to create up to 4 new lots.	PLANNING
Right of Way	ROW	Apply for a Right of Way permit to perform work within the City owned/managed Right of Way.	ENGINEERING/PUBLIC WORKS
Sprinkler Permit	SPK	Apply for a Sprinkler system permit for any type of development.	BUILDING

Sewer Main Extension	SWR	Apply for a sewer main extension. This applies to development that will construct an extension to the City's sewer system.	ENGINEERING/PUBLIC WORKS
Commercial Sewer Connection	SWR-COM	Apply for a NEW commercial connection to the City's sewer system.	ENGINEERING/PUBLIC WORKS
Residential Sewer Connection	SWR-RES	Apply for a NEW residential connection to the City's sewer system.	ENGINEERING/PUBLIC WORKS
Variance Permit – Commercial	VAR-COM	Apply for a Variance Permit for a commercial property.	PLANNING
Variance Permit – Residential	VAR-RES	Apply for a Variance Permit for a Single Family Residential.	PLANNING
Water Main Extension	WTR	Apply for a Water Main Extension Permit. This applies to development that will construct an extension to the City's water system.	ENGINEERING/PUBLIC WORKS
Commercial Water Connection	WTR-COM	Apply for a NEW commercial connection to the City's water system.	ENGINEERING/PUBLIC WORKS
Residential Water Connection	WTR-RES	Apply for a NEW residential connection to the City's water system.	ENGINEERING/PUBLIC WORKS