



LEVY COUNTY DEVELOPMENT DEPARTMENT

BUILDING PERMIT PROCEDURES

1. If the property for which you are obtaining a building permit lies within the "City Limits" of Inglis, or Yankeetown, then you must first obtain a zoning approval from their local zoning officer.

Before an application can be made for any type of building permit, you must have a complete and accurate legal description of where your property is located. This can be found on your contract/warranty deed or tax statement.

If the property for which you are requesting a permit is leased land or that of a family member or friend, then it will be necessary for you to have a *NOTARIZED LETTER* from the owner granting you permission to pull any type of permit on his/her property. The property owner must sign all documents.

2. At the time of application for residential construction or mobile home move-on permits, a zoning approval and 911 address will be applied for. This will enable you to get your septic tank permit from the Environmental Health Department. (No permits for residential construction or mobile homes will be issued without approval from E.H.D.).

At the time a permit is issued for residential construction or mobile home move on, a DRIVEWAY PERMIT is required for you to purchase for \$50.00, to verify if a driveway is required. The only way you will be exempt from purchasing this permit is if you were replacing a dwelling and you are the owner living onsite.

3. After the septic tank permit is obtained, the building department will then issue the building permit applied for, providing all other necessary data has been provided to the Department. New construction permits that have went thru plan review will be given a phone call. New construction includes all types of construction, whether it is for a residence, utility building, addition or any type of structure other than a mobile home.

4. Inspections called in by 4:00 P.M. will be made the next day by routing sequence. It may be possible to schedule a set time with the inspectors for electrical upgrades and concrete only.
When calling for inspections, be sure to give your:

PARCEL NUMBER
BUILDING PERMIT NUMBER
PROPERTY OWNERS NAME
TYPE OF INSPECTION
NAME OF POWER COMPANY (If Applicable)
PHYSICAL ADDRESS OF PROPERTY
COMPLETE DRIVING DIRECTIONS

5. There will be no inspections made for a mobile home move on until the sewer is in and inspected by the health Department, the electric pole set and wired to the mobile home, the mobile home tied down, blocked up, the water lines run to the home, and the 911 numbers posted at the end of the driveway. Before the electricity can be released to the power company.

6. All building plans must include the following:

1. Site Plan	5. Cross Section/Sectional View
2. Foundation Sheet	6. Truss Engineering/Roof Framing Plan
3. Elevation of all 4 sides	7. Energy Forms
4. Floor Plan	

7. Inspections to be called for include the following:

1. Foundation/ Footing	5. Sheathing
2. Rough Plumbing	6. Open Wall
3. Slab	7. Insulation
4. Lintel	8. Drywall
	9. Final

After the final inspection has been made on your structure or mobile home, the Building Department will call the respective electric company and release power, PLEASE BE SURE THAT THE NAME YOU GIVE TO THIS OFFICE IS THE SAME NAME THAT YOU GIVE TO THE POWER COMPANY!!!!!!!!!!!!

THIS DOCUMENT IS INTENDED TO BE A GUIDE FOR YOUR CONVENIENCE, BUT MAY NOT CONTAIN ALL OF THE REQUIREMENTS FOR OBTAINING A BUILDING PERMIT.