

# ZONING PERMITS

Zoning Permits are *normally* checked within 5 business days from the time paperwork is received and the applicant tells us staking is in place. (Zoning Code, Section 4.05, states we have 30 days from receipt to approve or deny permits.)

<b>If a completed permit, including staking, is received on:</b>	<b>It should be ready for pickup after 12 Noon on:</b>
Monday	Friday
Tuesday	Monday
Wednesday	Tuesday
Thursday	Wednesday
Friday	Thursday

Weather and engineering project deadlines can delay the above schedule.

This is a “No New Is Good News” office. **You will only get a call if there is a problem.** The permit will be ready to pick up as indicated on the above chart.

**Permits are to be picked up and paid for in the Utility Office located across the hall.** Payment is only accepted in CASH or CHECK. If you want to call to see if your permit is ready for pick-up, call the Utility Office at 548-1815.

**City zoning approval covers the size, use, and location of a structure.** Anything structural is covered by the County or State Building Regulations and requires an additional permit from them.