

When am I required to obtain a building permit?

Building Permit Requirements:

- The requirements to obtain a building permit shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, removal, demolition of buildings or structures or any appurtenances connected to such buildings or structures and their accessory structures.
- Construction or alteration of a structure (commercial, residential, educational, industrial or others); this includes cutting away any wall, partition, or portion thereof, the removal or cutting of any structural beam, the removal or change of any required means of egress, or rearrangement of parts of the structure affecting the egress requirements. Any alteration of building systems including, water, sewer, electrical, plumbing, gas, HVAC or fire protection system.
- Making a change in the use group of any building (commercial, residential, educational, assembly, mercantile, business etc.)
- Alterations (commercial or residential) including: bow or bay windows alterations, converting garage space / screened in porches to living space, foundation repairs, replacing windows or exterior doors IF jams or structural supports are altered.
- Construction of an addition including: carports, garages, bathrooms, attached / detached, room additions (commercial or residential), screened in porches.
- Other structures and alterations: chimneys, decks, detached structures (including: gazebos, sheds, storage buildings, etc. greater than 120 square feet in size, OR permanently attached), driveway/driveway aprons adjoining public property, fences over 6' tall, retaining walls 24" tall or more, gas lines, electrical service entrances and sub-panels, hot tubs / spas (capable of holding at least 24 inches of water), pool installations in-ground, on-ground and above-ground (capable of holding at least 24 inches of water), portable buildings or classrooms, trailers/manufactured homes, construction, demolition, or alteration of storm drainage.
- Moving or relocating a lot line which affects an existing structure.

These building permit requirements shall be enforced in the incorporated areas of the Town of Snowflake. In addition, a Town of Snowflake Flood Plain Use Permit may be required for any of the above items.

Examples of work exempt from a building permit:

- One story detached accessory structures, NOT permanently affixed to property. (provided the floor area does not exceed 120 square feet)
- Fences not over 6 feet high
- Water tanks supported directly upon grade if the capacity does not exceed 5000 gallons and the ratio of height to diameter or width does not exceed 2 to 1
- Sidewalks and driveways less than 30 inches above grade and not over any basement or story below, or adjoining any public property
- Painting, papering, tiling carpeting, cabinets, countertops, or similar finish work
- Swimming pools less than 24" deep
- Swings and other playground equipment accessory to a one- or two-family dwelling
- Window awnings supported by an exterior wall, which do not project more than 54 inches from the exterior wall and do not require additional support.

A Town of Snowflake Floodplain Use Permit may be required for any of the above items.