

# ATTENTION BUILDERS!

## DO YOU NEED A BUILDING PERMIT?

Are you considering a room addition or remodel? Have you decided to build a storage shed? Thinking about purchasing a portable storage unit? Are you repairing or upgrading a gas line or electrical panel? If so, then you need to obtain a building permit.

The Town of Snowflake Building Code reads:

***R105.1 Required.*** Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.



When is a building permit **not** required?

*Single story detached accessory structures less than 120 sq. ft, fences 6 feet tall or less, sidewalks and driveways, swings and playground equipment, painting, papering, tiling, carpeting, cabinets, counter-tops and similar finish work do not require a building permit.*

## WHERE DO I GET A BUILDING PERMIT?

If your building project is located within the incorporated limits of the Town of Snowflake, you can apply for a building permit at the Snowflake Town Hall.\*

Please contact the Building Safety Department at 536-7103 ext. 232 or, come by Town Hall at 81 West 1st Street South.

\* Navajo County and the Town of Taylor have similar building permit requirements. If your project is located in a County area or in the Town of Taylor, please contact their respective Building Permit Departments.

### Building Permit Basics

- Complete the Building Permit Application
- Provide a site plan of the property where your project is located
- Provide two sets of plans with sufficient detail to accurately describe your building project