



## Required Building Permit Information

**Plans for a building permit are required (but not limited to) for the following structures:**

- New house, garage, carport, storage building, deck, porch, fence or agricultural building.
- Please note that plans must be submitted before plan review can be started and permit issued.

Plans for remodeling are required when applicable. The building official shall decide which information is necessary for a proper plan review.

- Site Plan: Site plan needs to show the size and location of new construction and existing structures located on the site, along with distance from property lines.
- Blueprints: Prints are not required to be drawn by a registered professional at all times. The scale must be of  $\frac{1}{4}$ " per ft.
- Construction documents must clarify suitable material, location, nature and extent of the work.

If plans do not comply with the requirements and pertinent laws, the building official may reject application with a written statement. Residential permits may have a waiting period of up to 10 days for permit approval while commercial permits may have a waiting period up to 14 days.

Please note that all contractors must be licensed with the City of Paola before permit application can be submitted. It is the responsibility of the permit holder or their agent to contact the Community Development Department to schedule required inspections. Most inspections require a 24-hour notice. **All permits require a final inspection.**

**Building Permits & Inspections:**

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