

## **OBTAINING A BUILDING PERMIT**

If you are planning to make a change to your Vandalia property, whether you've decided to develop a vacant lot...ad more space to your home by adding a room, a deck or a garage...or erect a temporary sign to advertise a special sale, the City of Vandalia is eager to help.

Vandalia is a clean, well-built and attractive hometown community because of you--its citizen and developer. The Vandalia Building Inspection Department encourages home beautification, new construction and improvements, and looks forward to serving as a guide in your endeavor.

### ***An important point to remember:***

If you're not sure whether you need a permit for the changes you plan to make, call us at 898-3750. This simple inquiry prevents what could be costly and time-consuming mistakes.

### **WHAT REQUIRES A PERMIT ?**

Following is a list of some changes and structures that require a permit from the City Building Inspection Department:

- Garages or storage sheds
- Decks
- New installation or replacement heating, ventilating, cooling, refrigeration and/or combustion equipment
- Fencing
- Moving or relocating buildings
- Patio Covers
- Signs, temporary and permanent
- Radio/TV towers higher than 12 feet and satellite dishes
- Retaining wall
- Repair or replacement of sewer or water system (laterals)
- Sidewalk, curb or driveway approach
- Swimming pools
- Commercial tents
- Demolition of buildings
- Landfilling
- Fireplaces and inserts

***If your project is not on this list, and you are not sure if you need a permit, call the Building Inspection Department, 937-898-3750 Monday-Friday, 8 a.m. - 5 p.m.***

### **TYPES OF PERMITS**

The permit requirement applies not only to new structures, but to any work that physically changes a structure already on the property, as well as other work regulated by Vandalia building codes and ordinances.

Before construction can begin on these types of projects, plans must be approved. Your first step in obtaining a building permit depends on the type of construction you propose.

There are 3 options from which to choose:

- Permits for additions to existing commercial or residential buildings
- Permits for one, two and three family dwellings
- Permits for multi-family and commercial structures

**Once you submit the plans...**

the plan examiner and building and fire officials will review them. To maintain Vandalia's quality community standards, building permits cannot be issued until all requirements are met and plans conform with all applicable zoning ordinances and building codes.

When your building permit is approved, you must then pay a standard fee to cover inspection costs and filing processes. Please make checks payable to the City of Vandalia.

City inspectors will make routine, required inspections throughout construction of the structure. The structure will be accepted upon completion of construction and verification that it meets required codes.

A Certificate of Occupancy, if applicable, is then issued.

*Vandalia building officials are happy to answer your questions and concerns regarding changes to your property or progress on your construction. **Don't hesitate to call us anytime, 898-3750.***