



**NOTICE TO ALL BUILDING PERMIT
APPLICANTS**

EFFECTIVE IMMEDIATELY all residential and commercial building permit applications (including addition, expansions, and interior remodeling) that propose to use central water and/or sewer shall submit the following with their building permit applications:

- 1) A copy of the paid utility service receipt for water and/or sewer; or
- 2) A letter from the utility services provider stating services is available (ability to connect at the subject location)

****For new residential or mixed-use developments, both a paid utility receipt and a letter from the municipality regarding the ability to connect to services will be required.**

EFFECTIVE IMMEDIATELY all residential and commercial building permit applications for new construction shall submit the following with their building permit application:

- 1) A copy of the paid utility service receipt for **electric service** or a letter from the electrical utility provider that electric will be available to the location.

NO EXCEPTIONS



FLOOD ELEVATION CERTIFICATES

The Elevation Certificate is an important administrative tool of the National Flood Insurance Program (NFIP). As part of the agreement for making flood insurance available in a community, the NFIP requires a community to adopt floodplain management regulations that specify minimum requirements for reducing flood losses. One such requirement is for the community to obtain the elevation of the lowest floor of all new and substantially improved buildings and maintain a record of such information. The Elevation Certificate provides a way to document compliance with floodplain management regulations and ensures proper insurance premiums for property owners when purchasing flood insurance.

In order to avoid delays in issuance of your Certificate of Occupancy, please ensure that every line in Sections A through D on the Finished Construction Elevation Certificates is completely filled out or marked as N/A and that Building Photographs have been provided. In addition, if Flood Zone AO or A (without Base Flood Elevation) is indicated in Section B, Sections E and F must be completely filled out. Incomplete Finished Construction Elevation Certificates will not be accepted.