

WHAT TO BRING WHEN YOU TURN IN YOUR APPLICATION

1. **Site Map**- This map should provide details of the proposed property (an aerial view). The map must be drawn to scale and reflect any other structures (**3 copies**).
2. **Building Plan (New Building Structure)**- This plan should be a detail of the proposed building structure (**3 copies**).
3. **Deposit**- A deposit of \$350.00 for new houses plan check fees, other types of plan check fee deposits are usually \$150.00.



**** Turn all plans and deposit to Amity City Hall ****



THE APPROVAL PROCESS

1. Once the application and plans are received by the city, the city clerk will mail the building plans to the building official/inspector. One set of plans is given to the city engineer, and the other copy is sent to the city planner.
2. The building official makes the necessary notations on the plans. He then determines the monetary amount of the building project. The building official also determines the plumbing and mechanical needs and bills according to the schedule.
3. The building official returns the plans to city hall.
4. The city clerk then gives the original plans to the city engineer and city planner. The city engineer and planner will make necessary notations and sign off on the permit.
5. The city clerk calculates the total amount of the permits(s) and contacts the applicant for pick up.

**** Once all payments are received, the plans and permits will be issued ****

NEED AN INSPECTION?

Please contact city hall at 503-835-3711. Amity only has inspections of Monday's and Wednesdays. The building inspector is only on an on-call basis. If you would like to request an inspection on a day other than Monday or Wednesday and if the inspector is available, there will be a \$150.00 call out fee. Please ensure you call the day **prior** to the needed inspection day, to ensure that the building inspector is scheduled.

Building Inspector: Mark Burrows
Building Clerk: Jackie Loos