

**CHECK LIST FOR BUILDING APPLICATION**

Building Plans \_\_\_\_\_

Floor Plan \_\_\_\_\_

Legal Physical address \_\_\_\_\_

RPD/Parcel Number \_\_\_\_\_

Legal Description – Lot and Subdivision Section \_\_\_\_\_

Permit Fee \_\_\_\_\_

Connection Fee \_\_\_\_\_

Letter of Permission from Property Owner \_\_\_\_\_

Certificate of Occupancy Fee \_\_\_\_\_

All building permits need to be approved and brought before Roberts City Council. Roberts City Council meets the second Tuesday of every month. Applications need to be in the office no later than Thursday before council meeting.