



RESIDENTIAL DUPLEX PERMIT CHECKLIST

All items must be submitted electronically and in conformed, unlocked .pdf documents.

ADMINISTRATIVE DOCUMENTS (Required Documents marked – R):

- COMPLETED APPLICATION WITH WATER DISTRICT SIGNOFF(R)
- COPY OF MECHANICAL CONTRACT (IF APPLICABLE-REQUIRED PRIOR TO PERMIT ISSUANCE)
- DESIGN PROFESSIONAL SHEET(R)
- FIRE DISTRICT SIGN OFF (REQUIRED PRIOR TO PERMIT ISSUANCE)
- PANHANDLE HEALTH SIGN OFF (REQUIRED PRIOR TO PERMIT ISSUANCE)

BUILDING DOCUMENTS (Required Documents marked – R):

- BUILDING PLANS WITH SITE PLAN(R)
- MECHANICAL DOCUMENTS(R)
- STRUCTURAL CALCULATIONS
- TRUSS PLAN AND CALCULATIONS(R)

ENGINEERING & PLANNING DOCUMENTS:

- EASEMENT DEDICATION EXHIBITS - SEE CITY CODE, CHAPTER 4 <https://codelibrary.amlegal.com/codes/haydenid/latest/overview>
- EASEMENT DEDICATION LEGAL DESCRIPTION - SEE CITY CODE, CHAPTER 4 <https://codelibrary.amlegal.com/codes/haydenid/latest/overview>
- RIGHT OF WAY DEDICATION EXHIBITS - SEE CITY CODE, CHAPTER 4 <https://codelibrary.amlegal.com/codes/haydenid/latest/overview>
- RIGHT OF WAY DEDICATION LEGAL DESCRIPTION - SEE CITY CODE, CHAPTER 4 <https://codelibrary.amlegal.com/codes/haydenid/latest/overview>
- RIGHT OF WAY PERMIT(REQUIRED FOR ANY WORK IN RIGHT OF WAY TO INCLUDE APPROACH/CONSTRUCTION ENTRANCE/CURB/SIDEWALK/SWALE)

Applying for a Permit: <https://bsaonline.com/?uid=2689>

Need help with your submittal? The City has a kiosk located in our Building Department where we will be happy to walk you through the process.

STEP 1: On the left under Services/Building Department select Apply for a Permit.

STEP 2: Sign in or create/register an account. If you are a contractor/design professional click on the **blue text** under Step 1: Select a Property that reads **if you are a contractor/design professional** to sign in or create/register an account.

STEP 3: Select a Property. You can search by Address, Parcel Number, or Owner Name.

STEP 4: Enter Permit Details Choose Res Duplex and enter work description.

STEP 5: Enter Applicant Info Verify your contact information and choose the parties to receive e-mail notifications when the permit status changes.

STEP 6: Estimate Fees Click Next. (No fees to estimate for this permit type at submittal.)

STEP 7: Attachment Upload required documents for your permit.

Successful Permit Application Staff will review your submittal to verify all required documents have been submitted and are acceptable for review.

Scheduling Inspections: <https://bsaonline.com/?uid=2689>

STEP 1: Find and select the permit you wish to schedule an inspection for.

STEP 2: Select the desired inspection type and choose from the available days on the calendar.

STEP 3: Verify Contact Information.

STEP 4: Add attachments (if applicable).

SCHEDULING CONFIRMATION: You will receive a confirmation message that the inspection has been scheduled.