

**PROCEDURES FOR BUILDING PERMITS**

**01/06**

1. All contractors on a building permit shall be registered with the City and State. The City’s registration fee is \$15.00. There is a \$50.00 penalty for working without registration.
2. Building Permit Fees -- \$15.00 for first three thousand or portion thereof and \$5.00 per thousand or portion thereof thereafter of all construction costs including labor and materials.
3. One scaled site plan along with two sets of all-inclusive detailed blueprints shall be presented at time of permit application.
4. All City fees for permits, (and when applicable) water or sewer connection fees shall be paid in full at time of application.
5. Applicant shall post permit card visible from the street.
6. Once a permit is approved, (when applicable) the general contractor shall maintain a single ingress and egress area that shall be used for all traffic entering and leaving the site. It shall be a minimum of 10 feet wide by 20 feet deep and contain a 4-inch gravel base. This gravel base must be maintained during all construction. Failure to adhere will result in a stop work order.
7. During construction, the general contractor/permit holder is responsible for excessive damage to city streets. The responsibility runs the length of the property, which abuts the street. Any excessive damage as determined by the City shall be repaired to city specifications prior to a use and occupancy permit being granted.
8. “Silt Fencing”— Precautionary measures necessary to protect adjacent watercourses and public or private property from damage by water erosion, flooding or deposition of mud or debris originating from the site shall be put in effect.
9. Owner of property Business & Occupation Tax (B&O) Withholding Information: (PROJECTS \$50,000 AND OVER) Owner is to withhold two percent (2.0%) for B&O taxes from the **final** payment to any Contractor(s) that you pay directly on the construction project. Contact Tax and License Department for release prior to settlement at 842-8230.
10. General Contractor Withholding Information: General contractors are to withhold two percent (2.0%) for B&O taxes from the final payment to any sub-contractors. If for some reason a sub-contractor that the general contractor hires for this project does not pay the B&O taxes due, then the general contractor will be required to pay these taxes. Contact Tax and License Department for release prior to settlement. Also, the attached General Contractor/Sub-Contractor Report Form must be completed and submitted to the Tax and License Department prior to final settlement. Questions regarding 9 and 10 above should be directed to 842-8230.

**INSPECTION PROCEDURES**

**(Guideline only-Some permits may require more or less inspections.)**

1. Site zoning inspection – Proposed structure will be staked off on property and all property lines identified.
2. Footer -- After rebar is set, rebar shall be properly supported and continuously tied. No foreign material shall be permitted in footing.
3. Damp proof/Drains -- Foundation walls complete.
4. Framing -- Inspection to be done prior to placement of insulation.
5. Rough Plumbing -- 1.) The entire water supply system shall be tested under a water pressure not less than 100 PSI for 30 minutes. 2.) DWV --The system shall be plugged and tested by filling with water to a point no less than 10 feet above the highest fitting. A visual inspection may be done in lieu of the test at the City’s discretion.
6. Service Lines (water, sewer, and storm water) shall be inspected prior to connection with City Services and before covered up.
7. Electrical Service--Required before Power Company will supply service.
8. Rough Electrical --After all boxes and circuits set. Panel box is in place, ground rods in place.
9. Rough Mechanical -- Inspection to be done after all gas piping is complete and HVAC, hot water tank (if gas) installed.
10. Concrete--Prior to placement of any interior concrete.
11. Insulation -- Prior to placement of drywall.
12. Drywall -- Prior to taping to ensure proper fasteners.
13. Foundation and Roof Drainage--Ensure all surface water is discharged properly.
14. Use & Occupancy--All construction complete/before occupancy. All Contractor/Subcontractor information received by the City’s Tax and License Division. **NO INSPECTIONS SHALL BE MADE WITHOUT RELEASE FROM THE TAX & LICENSE DIVISION. NO PERSON(S) MAY OCCUPY ANY STRUCTURE UNTIL USE AND OCCUPANCY INSPECTION HAS BEEN PERFORMED AND APPROVED BY THE CITY.**

**PLEASE BE ADVISED**

1. Requests for inspections must be made 24 hours in advance by phoning 842-8218.
2. Inspections will be performed between 8:30 a.m. and 3:00 p.m. Monday through Friday.
3. Do not cover or bury any items before inspection. You will uncover at your expense.
4. Building permit cards shall be posted.

**CITY DISCLAIMER**

The purpose of inspections is to provide periodic checks to ensure minimum Building Code Standards are met for the welfare of all property owners in Bridgeport. The City is not responsible for the construction performed and is not acting as an agent for the property owner to guarantee contract completion and or aesthetic compliance. Any person obtaining a permit has the right to employ private inspection services to oversee the construction at their discretion. However, please note having a private inspection service will not waive the requirements for city inspections.

I acknowledge the receipt of the above information and fully understand the conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date