

## The Pole Building Permit Process Guide

All of the areas we work in require permits for construction of new structures. At a minimum you will need to get a **Zoning Permit** or “**Land Use**” **Permit** which is basic approval from the authorities at your local municipality to build the proposed structure on your land within the statutes of your local zoning ordinances. In some cases there may be an additional **Building Permit** required in addition to the **Zoning Permit**. Be sure to inquire with your local officials about the requirements pertaining to your project. We provide construction drawings and specifications free of charge for your use in applying for your permits. These drawings and specifications are released to you after we have a final agreement with you for the building you want to build. If your township or municipality requires the drawings to have an Engineered Seal we can provide that service to you for a fee of \$750.00.

### Permit Process Checklist

- **It is never too early to start! Most of our customers start inquiring with their local municipality either just before, or within a week after ordering their building.**
- **Contact local municipality for Zoning or Land Use approval.**
- **Inquire whether or not “storm water” design is required.**
- **After Zoning Permit approval is granted inquire whether or not a building permit will also be required.**
- **If required, apply for building permit (sometimes otherwise referred to as UCC Permit) with the appropriate local firm.**
- **As soon as permits are obtained forward copies to Timberline, along with inspections agency phone number and schedule if required inspections, (if applicable.)**

### A few helpful hints related to acquiring your permits

- **Typically a Zoning or “Land Use” permit is relatively low-cost and easy to obtain as long as your project use falls within the statutes of your local zoning ordinances.**
- **Building Permits, (otherwise referred to as UCC Permits) are often obtained thru a 3<sup>rd</sup> party. This agency then charges a fee for their service in providing plan review and inspection services for the building.**
- **Don’t sweat the permit process!! Timberline has successfully completed hundreds and hundred of projects in various municipalities.**
- **Although you are ultimately responsible for obtaining your building permit we are here to help! Call us for help if you need it and enjoy the benefits of **Timberline’s Hassle-Free Building Experience!****