



## Building Department CHECKLIST FOR IRRIGATION PERMIT

**Pre-Approvals Required:**  
**Planning Department, if commercial**

**PERMIT APPLICATION** – The following information must be completed on the permit application:

- For office use only - Permit number and pin number
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Commercial/Residential
- Description of the work
- Valuation
- Notarized Contractor/owner builder signature

**PLANS AND DOCUMENTS** – Provide 2 copies:

- Plans/drawings showing: head location, pump or well location, rain sensor, backflow preventor, electrical connection for pump.
- Recorded Notice of Commencement for work valued at \$2500 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- **\*\*If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing owners name from the property appraiser's website must be submitted, along with an Owner Builder Affidavit**
- Debris Form
- Electrical form
- Sub-contractor agreement, if applicable

### NOTES:

- If the property is located in a special flood hazard area (SFHA), the application is subject to review for flood regulations.

***This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.***