

# Albion Building Permit Info

- Building Permits Applications may be picked up at city hall or printed online using links below and may be returned to City Hall during regular business hours.
- Application **must** be submitted with an accurate site plan showing the location of the proposed work and identifying all existing structures, proposed structures, exterior dimensions, and property lines. The site plan does not need to be to scale; HOWEVER, it must include accurate measurements and dimensions of property lines, setbacks, existing structures, and proposed structures and/or additions.
- Applicant **must** physically flag/identify exterior improvements and any and all applicable property boundaries for setback verification prior to submittal of the application. Actual flagged dimensions must match the application.
- **Permits will not be issued until all setbacks are verified.**
- Floor plans are **required** for all Residential Dwelling Improvements.
- Full project plan sets are **required** to be submitted for Commercial Building Improvements.
- Incomplete applications will not be accepted. If something does not apply please mark - N/A.
- Application fees must be paid at the time of submission. Permit fees may be paid at the time of submission, but must be paid upon approval and must be paid prior to beginning of any work.
- A permit will be issued upon satisfactory review of the application and plans, verification of project setbacks, and receipt of all appropriate fees.
- **DO NOT START ANY WORK UNTIL THE SETBACKS HAVE BEEN VERIFIED AND A PERMIT HAS BEEN ISSUED.**
- **Construction or Demolition work prior to obtaining a permit may result in penalties - see Schedule of Fees.**
- Applications for Building Permits are generally reviewed within 7-10 business days.

---

Application forms and fee schedules are available below, as well as a link to common project guides:

**Building Permit Forms**

Building Permit - Application Form - Rev2024 302.13 KB

Fence Permit Application Form - Rev2024 280.56 KB

Sign Permit - Application - Rev2024 618.83 KB

Building Permit - Schedule of Fees 228.5 KB

Demolition Permit - Application - Rev2023 215.66 KB

Move Building Permit Application 56.05 KB

Curb Cut - Application 317.05 KB

## **Project Guides - Common Projects**

### [Common Project Guides](#)

Building Project Planning Guide: Decks 2.1 MB

Building Project Planning Guide: Detached Accessory Buildings - (Garages) larger than 120 square feet 572.66 KB

Building Project Planning Guide: Fences 385.19 KB

Building Project Planning Guide: Residential Single Family Dwelling Construction 570.69 KB

Building Project Planning Guide: Small Accessory Buildings - 120 square feet or less 570.63 KB