



Building Permits—FAQ

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- Building Permits

A building permit is an official approval issued by the local government agency that allows you or your contractor to proceed with a project on your property. Despite its name, a “building permit” can apply to a construction, remodel, moving, or demolition project. The main purpose of any building permit is to enforce safety standards and adherence to applicable codes.

Frequently Asked Questions:

Q: When do I need a permit?

A: Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, or to cause any such work to be done, shall first make application and obtain the required permit. If you are unsure, please call City Hall. *(IBC, Sec. 105.1, City of Leonard Code of Ordinances Sec. 3.03.031)*

Q: What if it is my house?

A: Yes, a permit is required even if it is your home. Per current ordinance, any individual desiring to perform his or her own work shall not be required to register as a contractor, but shall be required to obtain the customary permit for that particular job. Such work done by an individual must be done by him or her personally on his or her own property and not be a way of performing a service to the public generally. *(Code of Ordinances Sec. 3.03.078)*

Q: How do I apply for a permit?

A: There are two ways to apply for a building permit— in person or by emailing the completed application and all supporting information to city hall.

Q: What do I need to file for a building permit?

A: A completed permit application, full details and drawings for the planned work to be completed. For new constructions, or remodels, a complete application for a building permit shall contain details of foundation and structure sufficient to determine compliance with applicable provisions of the building code. *(Code of Ordinances Sec. 38.2)*

Q: How long does it take before I can receive my permit?

A: If we have all the required information when the application is submitted, our goal is 7 to 10 business days.

Q: What do I do if it is an emergency?

A: Examples of an emergency, i.e., water leak. Repair the leak then come get the permit so the repair can be inspected. Where equipment replacements and repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day. *(IBC 2012, 105.2.1)*

Q: What happens if work starts before a permit is issued?

A: If work starts before the permit is issued, the property owner is subject to a fine double the amount of the permit fee and you could be issued a ticket and fined in addition to the increased permit fee. *(Ordinance 06142022-1)*

Q: How do contractors register with the city?

A: Contractors can register in person at city hall or submit their application through email. No person shall engage in work or the conduct of the business of electrical or plumbing within the municipality, except where specifically exempted, unless such person is the holder of a valid license as issued by the applicable state board.

Building permit applications, contractor registration forms, zoning map and code of ordinance can be found on line at: <http://www.cityofleonard.net> under the Permits and Forms tab and City Government.