

City of Jordan Building Permit Policy

(Effective beginning 3/27/2020)



Submittal

Building Permits, may be submitted through several methods.

- City Hall Drop Box – Max Plan Set Size 11x17
- Email – Max Plan Set Size 11x17
- Postal Service – No Max Plan Set Size

Please Note: For the safety of City Staff, extra time is required to process all materials collected via the drop box at City Hall or US Mail to reduce possible transmission of COVID-19.

Review & Issuance

The following are coordinated between City Staff.

1. **Zoning Code Review.** Permit reviewed for conformance with the City Zoning Code. Any potential issues will be brought to the attention of the Applicant.
2. **Building Code Review.** Permit reviewed for conformance with the State Building Code. Any potential issues will be brought to the attention of the Applicant.
3. **Applicant Notification.** City Staff notify applicant of the permit fee.
4. **Payment.** Applicants can pay permit fees with Checks through US Mail or the City Hall Drop Box.
5. **Issuance.** Permits, with associated materials, are issued via US Mail to the address identified by applicant.

Inspections

Building Inspections. Per the Department of Labor and Industry, inspections must continue. There are two (2) types of inspections: Critical and Non-critical.

1. **Critical Inspections** – Critical inspections include electrical, plumbing, alterations, etc. Performance of these inspections is ultimately up to the discretion of the building inspector, with a determination based on their assessment of the level of risk involved in conducting an inspection. Unoccupied structures are likely to be inspected, while occupied homes may be deemed unsafe.
2. **Non-Critical Inspections** – Non-critical inspections include finals on water heaters, water softeners, and furnaces, etc. These inspections will not be conducted at this time. The City will notify these contractors/property owners once scheduling becomes available for non-critical inspections.

Feel free to contact City Planning staff with questions:

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