



### IT IS YOUR RESPONSIBILITY

1. CHECK ZONING to be sure the intended use of your project is permitted.
2. CHECK LOT LINES! The City of Rensselaer assumes no responsibility for permits issued without the submission of registered surveys.
3. CALL 811 at least two working days before any digging on your intended project. Once the utilities are located, you will need to obtain an **EXCAVATION PERMIT** if any of the digging will be within the City of Rensselaer's right-of-way. (Obtained through the Street Department).
4. NOTIFY BUILDING DEPARTMENT (866-2311) at least 24 hours prior to:
  - A. Pouring Concrete
  - B. Placing Sill Plate
  - C. Covering plumbing or electrical work
  - D. Taking occupancy
5. CHECK WITH UTILITY SUPERINTENDENTS to make sure this improvement does not, in any way obstruct a utility easement on the lot.
6. CHECK LICENSES and insurance coverage of contractors of the job.

INSPECTIONS ARE BASED UPON THE INTERNATIONAL BUILDING CODES.  
WORK THAT DOES NOT COMPLY WITH THESE CODES IS SUBJECT TO  
CORRECTION.

Property Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_