

CITY OF LYONS BUILDING PERMIT PROCESS

- 1. The applicant must own the property, or the applicant must have a letter from the owner giving permission to file the application for a building permit.**
- 2. Applicant must have septic approval from Linn County Environmental Health.**
- 3. Applicant applies in person at Lyons City Hall with the application, 3 sets of building plans, including site plan, and complete construction information. The site plan must be drawn to scale, and city staff must approve the site plan.**
- 4. The City will mail or hand-deliver the application to Linn County Planning & Building Department for their review and approval.**
- 5. After Linn County approves the plans, they will assess fees, then return the building permit to Lyons City Hall.**
- 6. The City will notify the applicant or property owner when the permit is received in our office. The applicant/property owner comes in and pays the fees by check, money order, or cash. Then the building permit and inspection cards are issued.**