

Driveway Regulations, Permits and Installation Guide

*This document may not cover all fence code requirements and is to be used as a guideline only.
The information found within this guide is in relation to the City's Standard Construction Detail 700.23.*

PERMIT REQUIRED

A permit is required for driveway additions and replacements when the proposed driveway is touching both the City street curb and the house foundation. The permit fee is calculated using the provided estimated cost of construction multiplied by 0.0050, with a minimum of (\$35.00) thirty-five dollars, in addition to a (\$50) fifty dollar plan review fee. Permits shall be applied for on the City's website or inside the City Hall Building in the Community Development lobby. A copy of the approved plot plan showing the proposed location of the driveway work shall be submitted with a Miscellaneous Permit Application. An approved Plot Plan for the lot can be provided to you by the Building Department by request on our website or in our office. A fence permit can be approved within 5-7 business days after all required information is acquired with the permit application, the permit may be reviewed and potentially approved while you wait in our office by appointment. All submitted documentation shall be a hard copy or in .pdf format and shall be clean and legible. Permits are valid for 180 days from the issuance date and 180 days from the last approved inspection date.

NOTICE: City permit approval Does Not constitute subdivision approval. Please contact your subdivision's H.O.A. for any of their requirements.

INSPECTIONS REQUIRED

Two (2) inspections are required for a driveway permit, the contractor or homeowner shall submit an inspection request online or call the Building Department to schedule an inspection at least 24 hours in advance.

1. A form inspection with expansion joint in place. The City encourages you to speak with your neighbors to work out all private property details. If property lines are in question a spot survey is recommended by a licensed land surveyor.
2. A final inspection for compliance with all applicable standards.

Property owners are ultimately responsible for the finished location of the driveway in relation to the property line.

GENERAL RULES

Driveway regulations are intended to improve and maintain the overall appearance of the community. This guide intends to offer basic information to help the customer install a driveway to meet City Standard Construction Detail 700.23. The following are general guidelines, and are not all encompassing:

1. Residential driveway replacements and add-ons require 5" total expansion between the City curb and the house foundation.
2. Full depth expansion joints are required between the back of curb and driveway (2"), the driveway and back of sidewalk (1"), and the driveway and garage (2").
3. The driveway approach and sidewalk section shall be 6" thickness.
4. The maximum slope for a driveway is 15%.