City of Ray

Planning and Zoning

Building Permit Application Process (within city limits)

1. Complete City of Ray Building Permit Application and submit $25 fee at City Auditor's office
2. Take a copy of the city Building Permit Application & receipt to Williams County Building Department

   A. Apply for Williams County Building Permit and pay county application fees

   B. Present building plans and any other information to county as requested

3. Williams County Building Permit granted; applicant brings Williams County permit back to City of Ray Auditor's Office
4. Entire Building Permit Application is approved by Ray City Commission and applicant is notified of approval
5. Williams County inspector completes inspection; applicant follows all requirements
6. Williams County Certificate of Occupancy issued to the City of Ray; City of Ray sends Certificate of Occupancy to applicant