



BUILDING PERMIT CHECKLIST

- 1) **Permit Application**
 - a. Signed by the license holder with an **original** notary
 - b. ALL fields must be completed (use “N/A” in fields that do not apply)
- 2) **2 Sets of Plans**
 - a. Include floor plan & detailed scope of work (separate letter)
 - b. If doing structural work, plans **MUST** be signed & sealed
 - c. All pages must be assembled in the same order for each set of plans
- 3) **2 Copies of the Construction Site Management Form/Plan**
 - a. Check all that apply – **MUST** check #12, #13 and #14
- 4) **2 Copies of Drainage Plans** (signed & sealed)
- 5) **2 Copies of a Boundary Survey** – include **ALL** setbacks
- 6) **2 Sets of Truss Layouts**
 - a. Uplifts **ONLY** - **NO** cut sheets
- 7) **2 Driveway Permit Applications (when needed)**
 - a. Must have **ALL** diagram values completed
- 8) **Separate ALL 8½ x 11 sheets from large plans (clipped / banded into 2 packages)**
 - a. Notice of Acceptance / Product Approvals
 - b. 2 sets of Energy Calculations (1 set for Building Dept – 1 set for job site)
 - c. Fireplace / Flood Vent Specs
- 9) **Altering/Adding Bathrooms** – Provide Water Meter Sizing Chart to Utilities
- 10) **Power of Attorney**
 - a. The Power of Attorney form is good for 1 permit only
 - b. To be put on file, need a notarized letter from the license qualifier on company letter head, listing up to 5 salaried employees of the company
- 11) **Recorded Notice of Commencement (NOC)**
 - a. **NOT** needed at the time of submittal – **MUST** be on the job site
- 12) **1 Copy of a recorded Warranty Deed, if property has recently changed owners**

**** SEE ATTACHMENT ****

Correct Way to Submit Plans

BELOW IS A DIAGRAM OF HOW TO CORRECTLY STAPLE ALL DOCUMENTS FOR SUBMITTAL

****PLEASE PROVIDE A COVER PAGE FOR EACH SET OF PLANS****

Cover Page must NOT contain Permit Details

Legend

- A – Permit Application
- B – Driveway Permit Application (if applicable)
- C – Construction Site Management Form
- D – FEMA Packet / Private Provider Packet (if applicable)
- F – Survey / Elevation Certificate (if applicable)

ALL 8½ x 11 documents must be clipped / banded into 2 separate packages for submittal

