

RESIDENTIAL PERMIT APPLICATION CHECKLIST

BE SURE YOU HAVE ALL THE ITEMS LISTED UNDER YOUR PROJECT BEFORE YOU APPLY

There may be other documents required before a permit is issued, but these documents are required to submit a permit application.

Addition-Ground Level & Second Story

- Architectural Drawings
- Plat of Survey
- Proposed Site Plan
- RES Check Compliance Certificate
- Site Improvement & Grading Plan
- Soil Test Report
- Stormwater Management Report
- Topographic Survey

Addition-Ground Level

- Architectural Drawings
- Plat of Survey
- Proposed Site Plan
- RES Check Compliance Certificate
- Site Improvement & Grading Plan
- Soil Test Report
- Stormwater Management Report
- Topographic Survey

Addition- Second Story

- Architectural Drawings
- RES Check Compliance Certificate

Concrete/Asphalt

- Contract/Proposal
- Plat of Survey/Proposed Site Plan

Deck

- Construction Drawings
- Plat of Survey/Proposed Site Plan

Demolition-Detached Garage

- Contract/Proposal
- Plat of Survey/Proposed Site Plan

Demolition-House

- Asbestos Report
- Contract/Proposal
- Plat of Survey

Demolition-Interior Only

- Contract/Proposal

Demolition-Shed or Other Accessory Structure

- Plat of Survey/Site Plan

Door-Changing Opening Size

- Contract/Proposal
- Manufacturers Specifications Sheet

Electrical

- Contract/Proposal

Elevators, Escalators, Lifts and Dumbwaiters

- Contract/Proposal
- Manufacturers Specifications Sheet

Fence

- Contract/Proposal
- Manufacturers Specifications Sheet
- Plat of Survey

Fill & Grading

- Site Improvement & Grading Plan
- Topographic Survey

Fireplace-Interior Only

- Construction Drawings
- Contract/Proposal

Foundation Repairs

- Contract/Proposal

Garage

- Construction Drawings
- Contract/Proposal
- Plat of Survey
- Proposed Site Plan

Gazebos & Pergolas

- Construction Drawings
- Manufacturers Specifications Sheet
- Plat of Survey

Gutters, Soffit, Fascia

- Contract/Proposal

HVAC (i.e. Furnaces and Air Conditioners)

- Contract/Proposal
- Manufacturer Specifications Sheet

Lawn Irrigation Systems

- Lawn Irrigation Plan
- Manufacturer Specifications Sheet
- Plat of Survey
- Plumbers Letter of Intent

New Multi-Family Residential

- Architectural Drawings
- Engineers Estimate of Cost
- Plat of Survey
- Proposed Site Plan
- Site Improvement & Grading Plan
- Soil Test Report
- Stormwater Management Report
- Topographic Survey

New Single Family Residential

- Architectural Drawings
- Engineers Estimate of Cost
- Plat of Survey
- Proposed Site Plan
- RES Check Compliance Certificate
- Site Improvement & Grading Plan
- Soil Test Report
- Stormwater Management Report
- Topographic Survey

Other

- Contract/Proposal

Plumbing

- Contract/Proposal
- Plumbers Letter of Intent

Pools & Hot Tubs

- Contract/Proposal
- Manufacturer Specifications Sheet
- Plat of Survey/Site Plan

Porch

- Construction Drawings
- Plat of Survey/Site Plan

Remodel/Interior Alterations

- Construction Drawings

Roof

- Contract/Proposal

Shed

- Construction Drawings or Manufacturers Specifications Sheet
- Plat of Survey

Siding

- Contract/Proposal

Waterproofing-Interior & Exterior

- Contract/Proposal

Window-Changing Opening Size

- Contract/Proposal
- Manufacturer Specifications Sheet