



## Residential Building Permit Checklist

The following items are required to be submitted with the Residential Building Permit. If any of the items below are incomplete or missing, the application will not be reviewed.

(This sheet is intended to be used as a guide. Additional items may be required.)

New	Addition	Remodel	
<input type="checkbox"/>	<input type="checkbox"/>		Lot has been platted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two full sets of plans <sup>1</sup>
<input type="checkbox"/>	<input type="checkbox"/>		▪ Site plan <sup>2</sup>
<input type="checkbox"/>	<input type="checkbox"/>		▪ Foundation plan <sup>3</sup>
<input type="checkbox"/>	<input type="checkbox"/>		▪ Roof plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▪ Floor plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▪ Electrical plan <sup>4</sup>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▪ Plumbing plan <sup>5</sup>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▪ Mechanical plan <sup>6</sup>
<input type="checkbox"/>	<input type="checkbox"/>		▪ Front, back and side elevation drawings

Notes:

1. All plans, elevations and details shall be drawn to scale. Drawings by hand will be accepted as long as they are neat and legible.
2. The **Site plan** shall be drawn to scale and show all existing structures on the site, the location of the proposed building or addition and all existing and proposed site improvements including driveways, sidewalks, fences, etc. Property lines, easements and setbacks shall be included on the plan. Dimensions from all sides of the building to the property lines shall be shown.
3. The **Foundation plan** shall be signed and sealed by a Professional Engineer (PE), unless the foundation is designed to the specifications found in Sec. 3.611 of the Code of Ordinances.
4. The **Electrical plan** shall be drawn on a scaled Floor plan and shall show the locations of all receptacles, switches, appliances, fixtures and panels. The number of circuits and circuit sizes shall be included on the plan, as well as the size of the panel(s).
5. The **Plumbing plan** shall be drawn on a scaled floor plan and shall show the location and number of all proposed fixtures (water closets, lavatories, tubs, showers, kitchen sinks, etc.) and shall show location of connection to City services (sanitary sewer and water). The pipe size and materials (copper, PEX, PVC) shall be included on the plan.
6. The **HVAC plan** shall be drawn on a scaled Floor plan and shall show the location and size of proposed unit(s).



# Residential Building Permit

Job Address:		Date:	
Block:	Lot:	Tax ID:	Subdivision:
Owner:		Address:	Phone:
Contractor:		Address:	Phone:
Electrical:		Address:	Phone:
Plumbing/Irrigation:		Address:	Phone:
Mechanical:		Address:	Phone:
Use of Building:			
Type of Permit: New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Demolish <input type="checkbox"/>			
Describe Work: _____ _____			
Flood Zone: Yes <input type="checkbox"/> No <input type="checkbox"/> (If "Yes", Flood Plane permit reqd)		Square Feet: Air Conditioned _____	# Stories:
Asbestos Survey : Yes <input type="checkbox"/> No <input type="checkbox"/>		Non-A/C _____ Total Square Ft. _____	C.O.? Yes <input type="checkbox"/> No <input type="checkbox"/>
Type of Construction:	# of Baths:	Foundation:	# Bedrooms:
Roof:	Sprinkler Req'd? Yes <input type="checkbox"/> No <input type="checkbox"/>		Parking Spaces:
Masonry Required: Yes <input type="checkbox"/> No <input type="checkbox"/>	Smoke Alarm? Yes <input type="checkbox"/> No <input type="checkbox"/>		
# of Dwelling Units:	Zoning:	Occupancy Group:	
		Overlay District: Yes <input type="checkbox"/> No <input type="checkbox"/>	
<p style="text-align: center;"><b>NOTICE</b></p> <p>SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATION OR A/C. THIS PERMIT BECOMES NULL AND VOID IF AUTHORIZED WORK OR CONSTRUCTION IS NOT COMMENCED WITHIN 6 MONTHS ANYTIME AFTER WORK IS COMMENCED, UNLESS OTHERWISE STATED IN SPECIAL CONDITIONS. BEFORE THE BUILDING CAN BE OCCUPIED, A CERTIFICATE OF OCCUPANCY MUST BE ISSUED BY THE INSPECTOR ON COMPLETION BY THE INSPECTOR ON COMPLETION OF CONSTRUCTION.</p>		I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HERIN OR NOT, THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.	
		Printed Name: _____	
		Signature: _____	
		Valuation:	Permit Fee: \$
<b>FOR OFFICE USE ONLY</b>			
Engineering _____	Date: _____	Fire Marshal _____	Date: _____
Bldg. Insp.: _____	Date: _____	Planning Dir. _____	Date: _____
<b>Special Conditions:</b>			