



# Inspections and Code

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Director

## **REQUIRED ITEMS FOR BUILDING PERMIT REVIEWS**

RESIDENTIAL CONSTRUCTION – NEW & ADDITIONS

ADDRESS \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ITEM	√
COMPLETED PERMIT APPLICATION	
<b>FOUR (4) COPIES OF THE SITE PLAN:</b> A. <input type="checkbox"/> YES <input type="checkbox"/> NO IS THE PROJECT LOCATED WITHIN 150 FEET OF A STREAM, RIVER, LAKE, OR OTHER BODY OF WATER? <b>IF YES DELINEATE ON SITE PLAN ALL WATERS WITHIN 150 FEET OF PROJECT.</b> B. <input type="checkbox"/> YES <input type="checkbox"/> NO IS THE LOT LOCATED IN OR PARTIALLY IN THE FEMA FLOODPLAIN? <b>IF YES DELINEATE ON SITE PLAN FEMA FLOODPLAIN/FLOODWAY.</b> C. DELINEATE ON SITE PLAN ALL EASEMENTS OF RECORD.	
<b>TWO (2) COPIES OF THE CONSTRUCTION DRAWINGS</b>	
DIGITAL PLAN SUBMITTAL (PDF)	
RESIDENTIAL TREE PLAN APPLICATION	
ENERGY CODE AFFIDAVIT – 1	
SEPTIC TANK LETTER (if applicable)	
ResCheck CERTIFICATE	

## ACCESSORY STRUCTURES

ITEM	√
COMPLETED PERMIT APPLICATION	
<b>THREE (3) COPIES OF THE SITE PLAN:</b> A. <input type="checkbox"/> YES <input type="checkbox"/> NO IS THE PROJECT LOCATED WITHIN 150 FEET OF A STREAM, RIVER, LAKE, OR OTHER BODY OF WATER? <b>IF YES DELINEATE ON SITE PLAN ALL WATERS WITHIN 150 FEET OF PROJECT.</b> B. <input type="checkbox"/> YES <input type="checkbox"/> NO IS THE LOT LOCATED IN OR PARTIALLY IN THE FEMA FLOODPLAIN? <b>IF YES DELINEATE ON SITE PLAN FEMA FLOODPLAIN/FLOODWAY.</b> C. DELINEATE ON SITE PLAN ALL EASEMENTS OF RECORD. D. DIGITAL PLAN SUBMITTAL (PDF)	
<b>IF ACCESSORY STRUCTURE TOTALS MORE THAN 400 SQ. FT. TWO (2) COPIES OF CONSTRUCTION DRAWINGS ARE REQUIRED</b>	

**CONSTRUCTION DRAWING REQUIREMENTS**

- **ALL DRAWINGS MUST BE DRAWN TO ARCHITECTURAL OR ENGINEERING**
- **COMPLETED FLOORPLAN**
- **MINIMUM OF TWO (2) SEPARATE OUTSIDE ELEVATIONS**
- **DETAILED WALL SECTION**

**RECEIVED BY \_\_\_\_\_**

- **BHAR APPROVAL IF REQUIRED**
- **FAÇADE BOARD APPROVAL IF REQUIRED**

Revised 4/2/2018