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Ryan Pruett
 Director

REQUIRED ITEMS FOR BUILDING PERMIT REVIEWS

RESIDENTIAL CONSTRUCTION – NEW & ADDITIONS

ADDRESS _____

SIGNATURE _____

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

ACCESSORY STRUCTURES

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

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 12/01/2020