

SINGLE FAMILY, TWO FAMILY AND TOWNHOME CHECKLIST

Incomplete applications/submittals will not be accepted. **New homes** to be constructed must have an **approved final plat** prior to submitting for any building permit. Building permit approval will not be authorized until the project is **“Final Accepted”** by the City.

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| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | <p>Residential Electronic Permit Application <u>COMPLETELY</u> filled out:</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Project address provided on application. <input type="checkbox"/> Legal Description provided on application. <input type="checkbox"/> TPDES# provided with a copy of the certificate. <input type="checkbox"/> Class, description of work, living space, total space and number of stories. </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Owner name, address, city, state, zip code, phone, fax, email address(es). <input type="checkbox"/> Contractor name, address, city, state, zip code, phone, fax, email address(es). <input type="checkbox"/> Gas and electric providers. </td> </tr> </table> | <input type="checkbox"/> Project address provided on application. <input type="checkbox"/> Legal Description provided on application. <input type="checkbox"/> TPDES# provided with a copy of the certificate. <input type="checkbox"/> Class, description of work, living space, total space and number of stories. | <input type="checkbox"/> Owner name, address, city, state, zip code, phone, fax, email address(es). <input type="checkbox"/> Contractor name, address, city, state, zip code, phone, fax, email address(es). <input type="checkbox"/> Gas and electric providers. |
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| <input type="checkbox"/> | <p>General Contractor and subcontractor(s) are currently registered with:</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Valid Registration Number. <input type="checkbox"/> Proof of liability insurance. <input type="checkbox"/> Valid driver’s license with photograph. </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Plumbing subcontractor registered. <input type="checkbox"/> Mechanical subcontractor registered. <input type="checkbox"/> Gas and electric providers. </td> </tr> </table> | <input type="checkbox"/> Valid Registration Number. <input type="checkbox"/> Proof of liability insurance. <input type="checkbox"/> Valid driver’s license with photograph. | <input type="checkbox"/> Plumbing subcontractor registered. <input type="checkbox"/> Mechanical subcontractor registered. <input type="checkbox"/> Gas and electric providers. |
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| <input type="checkbox"/> | <p>Submittal is compliant with the following codes and amendments:</p> <input type="checkbox"/> 2018 International Residential Code (IRC). <input type="checkbox"/> 2018 International Energy Conservation Code (IECC). <input type="checkbox"/> 2018 International Fire Code | | |
| <input type="checkbox"/> | <p>Building Plans provided with:</p> <input type="checkbox"/> One (1) completed bound set of architectural plans (max size 24” height X 36” width). <input type="checkbox"/> Cover Sheet containing Code Compliance Year, Project Analysis, Location Address. <input type="checkbox"/> One copy of the engineer’s plan (shear wall, roof, truss design, 1 st floor ceiling – truss layout TJI, LPI, or WEB). If Web Joist 8.5”x11” cut sheets shall be required with all code required framing. <input type="checkbox"/> One copy of the foundation plan and details. <input type="checkbox"/> One copy of the Engineer of Record letter. <input type="checkbox"/> One copy of an approved Software Compliance report. <input type="checkbox"/> One copy of the Manual J & D provided by the HVAC contractor. | | |
| <input type="checkbox"/> | <p>In PDF format must include the following:</p> <input type="checkbox"/> Engineer’s letter. <input type="checkbox"/> Architectural drawings. <input type="checkbox"/> Foundation and framing plans. <input type="checkbox"/> Energy software compliance report. <input type="checkbox"/> Manual J & Manual D. <input type="checkbox"/> Plot Plan 8.5”x11” to 8.5”x14”. | | |
| <input type="checkbox"/> | <p>One copy of the plot plan to include the following:</p> <input type="checkbox"/> Drainage arrows. <input type="checkbox"/> Lot size & % of Lot coverage. <input type="checkbox"/> Easements. <input type="checkbox"/> Finished pad elevation. <input type="checkbox"/> Finished floor elevation. <input type="checkbox"/> Garage floor elevation (used for driveway slope). <input type="checkbox"/> Plan number. <input type="checkbox"/> Perimeter spot grade. <input type="checkbox"/> Full address, subdivision, and phase. <input type="checkbox"/> Scaled layout 1”-20’. | | |
| | <p><i>Please see Residential Submittal Guideline for the full description of the required documents.</i></p> | | |