

Application Checklist for Residential Building Permit

This checklist must be completed and attached to the building permit application.

Each of the following are required for a Building Permit:

Forms and Documents

- Complete signed application form
- One (1) copy of the most recently recorded plat with the courthouse stamp showing the date the plat was recorded.

Mark each applicable item below to indicate that the information is provided with the Application for Building Permit. If an item does not apply, note with the “n/a” symbol.

- Payment for required Plan Review Fee.
- Two (2) identical sets of plans drawn to scale (1/4”=1foot) with sufficient clarity
- Plans are stamped “For Construction”
- Drawings have been signed and sealed by a licensed architect or engineer if required (Architect or engineer must be legally registered under the laws of this state.)

Each set of plans includes:

- Plot Plan
- Foundation Plan
- Floor Plan
- Electrical Plan
- Plumbing Plan (with fixture schedule)
- Cross-section Views
- Elevation Views
- Wall Section View from foundation to roof

Name of Applicant

Signature