



Permit Submittal Check List

This check list is to be used as a guide for submittal of permit applications for the construction of new one and two family dwellings or additions, alterations, repairs, and modifications to any existing structure. The items listed below are minimum submittal requirements and other information may be required to determine and document compliance with all codes, laws, and ordinances.

1. ____ Completed building permit application with notarized owner and contractor signatures.
2. ____ Completed subcontractor permit applications with notarized qualifier signatures.

Electrical		Other:
Mechanical		
Plumbing		
Roofing		

NOTE: Permit to be submitted as one complete package. All contractor and subcontractor information must be up-to-date or permits cannot be accepted. Incomplete packages will not be accepted.

(THIS DOES NOT INCLUDE DRIVEWAYS – A SEPARATE PERMIT MUST BE SUBMITTED FOR DRIVEWAYS.)

3. ____ Owner/Builder Statement with notarized signature (if applicable).
4. ____ Current property survey signed and sealed by Professional Land Surveyor showing existing and proposed additions, pool, accessory structures, screen rooms, or fences.
5. ____ 2 sets of completed and signed Energy Calculations (if applicable).
6. ____ 2 sets of signed and sealed pre-engineered truss drawings (if applicable).
7. ____ 2 sets of signed and sealed architectural construction plans, specifications, and details to include:¹

Plot plan		Connector schedule
Design loads information		Plumbing riser diagram
Foundation plan and footer schedule		Gas piping plan
Floor plan(s)		Electric service riser diagram
Elevation views		HVAC material & equipment specifications & duct layout plan
Typical wall sections for all wall types		Roof covering specifications
Door and window schedule and specifications		Other:
Overhead garage door specifications		

¹ Residential (1 & 2 family) – 2 Complete Sets
For Commercial or Multifamily – 3 Sets Required