



## Building Permit Request Checklist



THE FOLLOWING MUST BE INCLUDED TO BE CONSIDERED FOR A BUILDING PERMIT:

3 Plot Plans Must Indicate:	
<input type="checkbox"/>	Location of all Buildings
<input type="checkbox"/>	Setbacks*
<input type="checkbox"/>	Easements
<input type="checkbox"/>	Legal Description
<input type="checkbox"/>	Any Individual Lot Requirements
<input type="checkbox"/>	Called for in the Plat
<input type="checkbox"/>	All Drawings must be to Scale
3 Building Plans Must Include:	
<input type="checkbox"/>	Height
<input type="checkbox"/>	Setbacks
<input type="checkbox"/>	Minimum Finished Floor if Required by the Plat
<input type="checkbox"/>	All Drawings must be to Scale
Geotech Survey	
<input type="checkbox"/>	Must be done for each Lot
<input type="checkbox"/>	A Certified Copy must be Provided
Foundation Plans	
<input type="checkbox"/>	Must be Certified by a Structural Engineer
<input type="checkbox"/>	Must Reflect Information Provided on Geotech Survey
<input type="checkbox"/>	All Drawings must be to Scale
Energy Compliance Certificate	
<input type="checkbox"/>	Fill out a Residential Energy Code Worksheet
<input type="checkbox"/>	A Copy of MEScheck or a REScheck report must accompany this Document.
Drainage Plans	
<input type="checkbox"/>	Must be done for Individual Lots
<input type="checkbox"/>	Must meet Subdivision Requirements as laid out in the Final Plat
<input type="checkbox"/>	Must show Drainage Easements
<input type="checkbox"/>	All Drawings must be to Scale
<input type="checkbox"/>	Erosion Control Plan
<input type="checkbox"/>	Grading Plans
Commercial Plans Must Include:	
<input type="checkbox"/>	Fire Alarm Plans – <b>Sprinkler Plans may be required.</b>
<input type="checkbox"/>	Landscape Plans
<input type="checkbox"/>	Tree Survey
<input type="checkbox"/>	Other Documentation as Required by City Staff

\*If the building is within 2 feet of the setback line a form board survey is required.

*An incomplete application will delay the review process or cause denial of the application.*