



## Single and Two Family Application Checklist

### New Single and Two Family Residential Renovations and Additions

- \_\_\_ 1. Development Order from the City
- \_\_\_ 2. Water and Sewer Application for Health Department septic tank permit, or letter of commitment from the authority providing sewage and water.
- \_\_\_ 3. Complete Building Permit Application
- \_\_\_ 4. Owner Affidavit
- \_\_\_ 5. Disclosure Statement (If owner is acting as his own contractor)
- \_\_\_ 6. 2 Complete Sets of Plans to include:
  - Site plan
  - Foundation plan
  - Floor plan
  - Elevations
  - Wall section foundation through the roof
  - (Drawn to scale)
- \_\_\_ 7. Notice of Commencement (Anything over \$2500)
- \_\_\_ 8. Flood Elevation Certificate (if applicable)
- \_\_\_ 9. Energy forms
- \_\_\_ 10. All applicable fees paid