

## Building Permit Application Checklist

1. \_\_\_\_\_ HOMEOWNERS DISCLOSURE STATEMENT
2. \_\_\_\_\_ DRIVEWAY/DITCH PERMIT APPLICATION IF REQUIRED
3. \_\_\_\_\_ SITE PLAN
4. \_\_\_\_\_ 2 COMPLETE SETS OF PLANS INCLUDING AT LEAST ONE ELECTRONIC COPY INCLUDING THE FOLLOWING\*
  - a. Site Plan
  - b. Foundation Plan
  - c. Floor Plan
  - d. Elevations
  - e. Wall section foundation through the roof
  - f. All drawn to scale
5. \_\_\_\_\_ COMPLETE BUILDING PERMIT APPLICATION
6. \_\_\_\_\_ ENERGY FORMS
7. \_\_\_\_\_ NOTICE OF COMMENCEMENT
8. \_\_\_\_\_ FLOOD ELEVATION CERTIFICATE
9. \_\_\_\_\_ ALL APPLICABLE FEE PAID AND BUILDING PERMIT FEE

***\*All submissions may be made electronically, however, in order to obtain a permit, a physical copy must be submitted at the time of pickup.***