



# Building Permit Application Checklist

FOR RESIDENTIAL DWELLINGS:

	<ul style="list-style-type: none"> <li>Completed and signed Building Permit.</li> </ul>
	<ul style="list-style-type: none"> <li>Complete site plan sketch (for required elements, see site plan sketch example on back).</li> </ul>
	<ul style="list-style-type: none"> <li>Complete foundation detail.</li> </ul>
	<ul style="list-style-type: none"> <li>Complete framing detail.</li> </ul>
	<ul style="list-style-type: none"> <li>Complete Floor Plans and elevation drawings (blueprints) &amp; digital version via email.</li> </ul>

FOR ADDITIONS:

	<ul style="list-style-type: none"> <li>Completed and signed Building Permit.</li> </ul>
	<ul style="list-style-type: none"> <li>Site plan sketch with location &amp; dimensions of all existing and proposed structures, and setbacks. (Example on back)</li> </ul>
	<ul style="list-style-type: none"> <li>Complete foundation detail.</li> </ul>
	<ul style="list-style-type: none"> <li>Complete framing detail.</li> </ul>
	<ul style="list-style-type: none"> <li>Before and after floor plans with rooms labeled as to their use. Include plumbing, electrical, ingress/egress details for new construction.</li> </ul>

FOR REMODELS:

	<ul style="list-style-type: none"> <li>Completed and signed Building Permit.</li> </ul>
	<ul style="list-style-type: none"> <li>Before and after floor plans and details for any structural framing modifications to be made.</li> </ul>

FOR SHEDS & CARPORTS:

	<ul style="list-style-type: none"> <li>Completed and signed Building Permit.</li> </ul>
	<ul style="list-style-type: none"> <li>Site plan sketch with location &amp; dimensions of all existing and proposed structures, and setbacks. (Example on back)</li> </ul>
	<ul style="list-style-type: none"> <li>Foundation plan</li> </ul>
	<ul style="list-style-type: none"> <li>Framing plan (can be brochure from pre-built manufacturer and/or additional framing planned by owner).</li> </ul>

FOR OTHER ACCESSORY STRUCTURES:

	<ul style="list-style-type: none"> <li>Completed and signed Building Permit.</li> </ul>
	<ul style="list-style-type: none"> <li>Site plan sketch (for required elements, see site plan sketch example on back)</li> </ul>
	<ul style="list-style-type: none"> <li>Complete foundation detail</li> </ul>
	<ul style="list-style-type: none"> <li>Complete framing detail.</li> </ul>
	<ul style="list-style-type: none"> <li>Complete Floor Plans with rooms labeled as to their use. Include plumbing, electrical, points of egress/ingress, etc.</li> </ul>

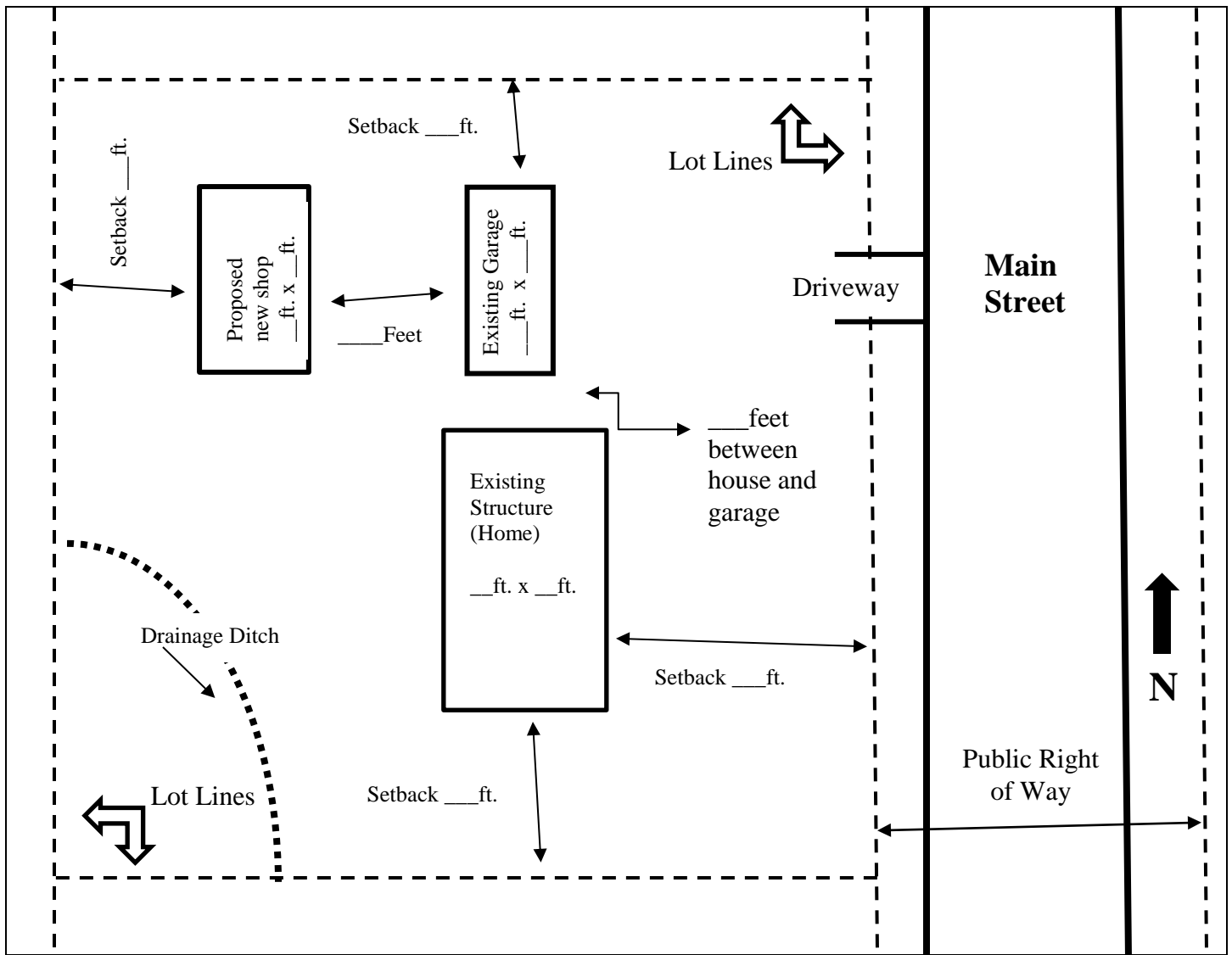
DEMOLITION:

	<ul style="list-style-type: none"> <li>Completed and signed Building Permit.</li> </ul>
	<ul style="list-style-type: none"> <li>Site plan sketch showing location of existing structures as well as building or portions of buildings to be demolished.</li> </ul>
	<ul style="list-style-type: none"> <li>Details on abandonment/capping of utilities (where applicable)</li> </ul>

SAMPLE SITE PLAN

**Please include all of the following:**

1. Sketch property boundaries with measurements (in linear feet) of all sides
2. Show required setbacks from property boundaries
3. Show all existing and proposed structures on the property
4. Indicate how access is achieved from the property to the public right of way
5. Show all easements, specials restrictions and existing underground infrastructure
6. Show pre and post construction drainage patterns
7. Indicate location of floodway and flood fringe
8. Indicate "NORTH" on the sketch



**Note:** Details and sketches may be combined on one document when practical to do so as long as all required information is included. Applicant may produce site plans and detail sketches for submission, or may use worksheet provided by the City.

**Failure to provide complete documentation may result in application being delayed or rejected.**