

## **BUILDING PERMIT APPLICATION CHECK LIST**

- 1. One (1) full set of folded plans (min. 24" x 18")**
  - Elevations (where applicable)**
  - Floor Plan**
  - Cross Sections/Detail**
  - Foundation/Footing**
  - Electrical/Plumbing/Mechanical**
  - Meter base location and amperage of service along with breaker panel location**
  - 2 sets of fire sprinkler plans when required (see Fire Marshall)**
- 2. Two (2) Plot Plans on 8 1/2 x 11 paper with dimensions from property line to building (set backs)**
- 3. Two (2) RES checks for residential (Insulation requirement where applicable)**
- 4. Engineering/Architect Stamp (when applicable) showing:**
  - Load Calculations for Power**
  - Fixture Unit Count both Potable and Drainage**
  - Wind Load Design**
  - Geotechnical Report (when applicable)**
  - Material Speck (when applicable)**
- 5. Two (2) Gas Piping Diagrams on 8 1/2 x 11 paper showing BTU's for each appliance; pipe size and footage for residential (follow sample on page 2)**
- 6. Complete Building Permit Application with Contractors Signature and License #**
- 7. Hold Harmless Agreement signed**
- 8. Certificates where applicable**
- 9. Two (2) Manual J & D**