

RESIDENTIAL SUBMITTAL CHECKLIST

PLANS	FEES	DOCUMENTS
NEW CONSTRUCTION		
2 SETS OF BUILDING PLANS ** 2 COPIES OF A STAMPED SITE PLAN**	~SEE FEE SCHEDULE~ Additional/Impact fees Impact fees apply for: Single Family Residence Townhomes *Sewer *Erosion <i>*paid at time of submittal</i>	CONTRACTOR BUSINESS & STATE LICENSES OR HOMEOWNER AFFIDAVIT FOR HOME OWNER PLANNING TO LIVE IN THE HOME FOR 2 OR MORE YEARS AFTER CONSTRUCTION. HOMEOWNER- A COPY OF SETTLEMENT STATEMENT RES CHECK/COMPLIANCE CERTIFICATION & WATER/SEWER RECEIPTS ALL APPLICABLE SUBCONTRACTOR AFFIDAVITS
INTERIOR RENOVATION OR INTERIOR DEMO		
2 COPIES OF A FLOOR SHOWING THE AREA OF WORK THAT IS TAKING PLACE**	~SEE FEE SCHEDULE~	CONTRACTOR BUSINESS & STATE LICENSES OR HOMEOWNER AFFIDAVIT FOR HOME OWNER HOMEOWNER- A COPY OF SETTLEMENT STATEMENT IF LESS THAN 2 YRS IN THE HOME. ALL APPLICABLE SUBCONTRACTOR AFFIDAVITS
ADDITIONS/ACCESSORY STRUCTURES		
2 COPIES OF A SITE PLAN TO SCALE SHOWING STRUCTURE w/dimensions** 2 COPIES OF CONSTRUCTION DETAILS OR MANUFACTURERS DRAWINGS**	~SEE FEE SCHEDULE~	CONTRACTOR BUSINESS AND STATE LICENSES WHERE APPLICABLE OR HOMEOWNER AFFIDAVIT FOR HOMEOWNER HOMEOWNER- A COPY OF SETTLEMENT STATEMENT IF LESS THAN 2 YRS IN THE HOME. ALL APPLICABLE SUBCONTRACTOR AFFIDAVITS
POOLS		
2 COPIES OF A SITE PLAN TO SCALE SHOWING POOL/SPA**	~SEE FEE SCHEDULE~	CONTRACTOR BUSINESS LICENSE ALL APPLICABLE SUBCONTRACTOR AFFIDAVITS
CONSTRUCTION/TEMP TRAILERS		
2 COPIES OF A SITE PLAN TO SCALE- LOCATION OF TRAILER, STAIRS OR RAMP, SEWER, ELECTRIC AND PLUMBING HOOK UP IF APPLICABLE**	~SEE FEE SCHEDULE~	CONTRACTOR BUSINESS & STATE LICENSES ALL APPLICABLE SUBCONTRACTOR AFFIDAVITS
COMPLETE/PARTIAL DEMOLITION		
2 COPIES OF A SITE PLAN TO SCALE SHOWING LIMITS OF DISTURBANCE**	~SEE FEE SCHEDULE~	CONTRACTOR BUSINESS LICENSE ASBESTOS LETTER

****A CD or PDF of plans is required before a permit will be issued if plans are larger than 11 x 17**