



NEEDED WHEN SUBMITTING PLANS FOR BUILDING PERMITS

- Application, filled out completely including contractor's signature and number or an Owner/Builder waiver form filled out and notarized.
- 1 Hard Copy of Engineer Stamped Plans including:
 - Site Plan
 - Calculations
 - RES Check
 - Gas Schematic
 - Electrical Request Form
- 1 PDF of Engineer Stamped Plans including:
 - Site Plan
 - Calculations
 - RES Check
 - Gas Schematic
 - Electrical Request Form
- \$300 Plan Check Fee

If a basement is planned and/or water or soil problems are suspected, a soils engineering report may be required.

Please allow 4 to 5 weeks for your plans to be approved.

Must be submitted at 4-Way inspection:

1. Engineered Roof Truss Package with Wet Stamp
2. Letter from Structural Engineer Approving Roof Truss Packet

**PLANS WILL NOT BE ACCEPTED UNLESS THIS
CHECKLIST IS COMPLETE**

I have read and understand the requirements listed above

Signature

Date