



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
 - Structural Engineer's Calculations
 - RES Check
 - Gas Schematic
 - Electrical Request Form
 - HVAC – Manuals J, D & S
 - SWPPP Land Disturbance Permit
- 1 PDF of Engineer Stamped Plans including:
 - Site Plan
 - Structural Engineer's Calculations
 - RES Check
 - Gas Schematic
 - Electrical Request Form
 - HVAC – Manuals J, D, & S
 - SWPPP Land Disturbance Permit
- \$300 Plan Check Fee

A soils report, from a licensed Soil Engineer, is required on every lot after excavation is complete and before footings are poured

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