



# Completeness Checklist



For 2021 House Bill 1003: A permit application is complete if submittal contains the following items. Otherwise, correction of incomplete items may be requested.

**PERMIT APPLICATION # \_\_\_\_\_ :** Attached  Verified  N/A

- 1. Applicant name, address, and contact information Incomplete  N/A
- 2. Construction Manager/General Contractor Incomplete  N/A
- 3. Construction valuation Incomplete  N/A

**SITE PLAN\*** Attached  Verified  N/A

- 1. Drawn to scale, includes a North arrow and legend Incomplete  N/A
- 2. Lot size and dimensions Incomplete  N/A
- 3. Setbacks and setbacks for overhangs Incomplete  N/A
- 4. Easements Incomplete  N/A
- 5. Property lines Incomplete  N/A
- 6. Topo details, if slope of lot is more than 10% Incomplete  N/A
- 7. Retaining walls Incomplete  N/A
- 8. Hard surface areas Incomplete  N/A
- 9. Curb and gutter elevations as indicated in subdivision document utilities, including water meter and sewer lateral location Incomplete  N/A
- 10. Street names Incomplete  N/A
- 11. Driveway locations Incomplete  N/A
- 12. Location of nearest hydrant Incomplete  N/A

**WILDLAND URBAN INTERFACE (WUI) PLAN\*** Attached  Verified  N/A

- 1. Defensible space provisions Incomplete  N/A
- 2. Elevations Incomplete  N/A

**CONSTRUCTION PLANS\*** Attached  Verified  N/A

- 1. Survey Incomplete  N/A
- 2. Landscape plans Incomplete  N/A
- 3. Floor plans for each level Incomplete  N/A
- 4. Location and size of doors and windows Incomplete  N/A
- 5. Elevations, applies to new construction and additions Incomplete  N/A
- 6. Footing and foundation details Incomplete  N/A
- 7. Structural and framing details Incomplete  N/A
- 8. Electrical design details Incomplete  N/A
- 9. Mechanical design details Incomplete  N/A
- 10. Plumbing design details Incomplete  N/A

**ENERGY CODE\*** design documents (ie. REScheck) Attached  Verified  Incomplete  N/A

**STRUCTURAL CALCULATIONS\*** (defer trusses) Attached  Verified  Incomplete  N/A

**GEOTECHNICAL REPORT\*** including slope stability evaluation and retaining wall design if slope of lot is more than 15% (ok to defer if 15% or less) Attached  Verified  Incomplete  N/A

\*These items shall be stamped/signed as required per IBC 107 and IRC 106