



Residential or Commercial Permit Application Submittal Checklist

(New or Improvement)

This list has been prepared as a tool for submitting a complete building permit application package. In no way does this list represent all submittal documents that may be required to demonstrate compliance with local codes and ordinances. Delays in the permit issuance process will occur as a result of incomplete or inadequate submittal information.

- A. Completed Residential or Commercial Building Permit Application
- B. Two (2) Sets of Construction Plans/Drawings
- C. Site Plan – Including all parking, landscaping, lot dimensions and setbacks
- D. Energy Code Compliance – REScheck or COMcheck
- E. State Fire Marshall Submittal (Commercial Only)
- F. Elevation Certificate (If Building in Flood Zone)
- G. Supplemental Reports
- H. Storm Water Pollution Prevention Plan (SWPPP) – Commercial Only

Deck/Porch Permit Application Submittal Checklist

- A. Completed General Building Permit Application
- B. Two (2) Sets of Construction Plans/Drawings – Must show footings, railings, stair detail, beams, joist sizes, and dimensions
- C. Site Plan – Must include lot dimensions, setbacks, parking, and buildings on lot

Fence Permit Application Submittal Checklist

- A. Completed General Building Permit Application
- B. Site Plan – Must include dimensions of fence, height of fence, type of fence material, setbacks

****Possible vision clearances will be verified before permit is issued****

Shed Permit Application Submittal Checklist

- A. Completed General Building Permit Application
- B. Site Plan – Must include lot dimensions, setbacks, buildings on lot

****Site plan will be sent to other City departments to check on utility lines before a permit will be issued****