

PERMIT TRANSMITTAL CHECKLIST

This permit transmittal checklist is intended to assist in submitting a **complete** permit package to facilitate the review and processing time. Any permit submittal package deemed **incomplete** will delay the review and processing timeline until such time that the permit submittal package is deemed complete.

Zoning and Stormwater applications shall be reviewed and approved prior to the issuance of a building permit under the Uniform Construction Code in accordance with section §403.102(n) .

Please include the contact information noted below in the event there are questions regarding the submission package.

Location of Proposed Work: _____

Owner/Applicant Name & Address _____

Phone No. _____ E-mail: _____

A NON-REFUNDABLE APPLICATION FEE MUST BE INCLUDED WITH THE APPLICATION

(\$25) – RESIDENTIAL

(\$75) - COMMERCIAL

Please check the appropriate block for each document included in the permit package as it applies to your project.

- yes no n/a Zoning permit application completed and signed
- yes no n/a Site plan drawn to scale in compliance with the site plan requirements guide
- yes no n/a Site plan worksheet completed including coverage calculations for impervious material
- yes no n/a Stormwater management plan application completed and signed
- yes no n/a Stormwater exemption request worksheet completed using the instruction guide
- yes no n/a Stormwater exemption application completed and signed
- yes no n/a Building permit application completed and signed
- yes no n/a Three copies of complete construction documents including drawings, plans and specifications
- yes no n/a One copy of the workers compensation form signed and notarized and/or certificate liability
- yes no n/a Name of the 3rd party agency selected from the approved list
- yes no n/a Sewage permit from the SEO if the project requires one
- yes no n/a Floodplain Development permit application if the project is in a floodplain/floodway
- yes no n/a Mechanical permit application completed and signed using the permit submittal guide
- yes no n/a Electrical permit application completed and signed using the permit submittal guide
- yes no n/a Plumbing permit application completed and signed using the permit submittal guide
- yes no n/a Solar Residential agreement completed and signed