

# NEW CONSTRUCTION APPLICATION CHECKLIST



## CHECKLIST INFORMATION

The following is a list of all required documents in order to be eligible to obtain a building permit. Missing or incomplete items from this list will result in delays and require resubmittal of your application. Additional materials may be required at the discretion of the Department of Planning and Inspections.

### REQUIRED ITEMS INCLUDED IN PACKET

- ☐ Project Information
- ☐ Zoning Permit Application
- ☐ Survey Requirement Affidavit
- ☐ Driveway Permit Application
- ☐ Site Clearing/Grading Permit Application
- ☐ Tree Permit Application
- ☐ Utility Service Application
- ☐ Building Permit Application
- ☐ New Construction Specification Sheet
- ☐ Deck Permit Specification Sheet (if applicable)
- ☐ Electrical Permit Application
- ☐ Plumbing Permit Application
- ☐ Mechanical Permit Application
- ☐ Fuel/Gas Permit Application
- ☐ Workers' Compensation Coverage Affidavit
- ☐ Status of Licensure Affidavit
- ☐ Lien Agent Affidavit
- ☐ Owner-Builder Affidavit (if applicable)
- ☐ Sign Permit Application (if applicable)
- ☐ Fence Permit Application (if applicable)

### OFFICE USE ONLY

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### ADDITIONAL ITEMS TO BE SUBMITTED

- ☐ Service Provider Registration (if not already registered) (☐)
- ☐ 1<sup>st</sup> of 3 Surveys (☐)
- ☐ Full set of building plans, either electronically or in person (☐)
- ☐ Additional engineering requirements or building specifications (if applicable) (☐)

DATE RECEIVED	PERMIT NUMBER	APPROVAL INITIAL	COMMENTS/CONDITIONS
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