

# RESIDENTIAL SUBMITTAL CHECKLIST

PLANS	FEES	DOCUMENTS
<b>NEW CONSTRUCTION</b>		
2 SETS OF BUILDING PLANS **  2 COPIES OF A STAMPED SITE PLAN**	~SEE FEE SCHEDULE~  <b>Additional/Impact fees</b> Impact fees apply for: Single Family Residence Townhomes  *Sewer *Erosion  <i>*paid at time of submittal</i>	CONTRACTOR BUSINESS & STATE LICENSES OR HOMEOWNER AFFIDAVIT FOR HOME OWNER PLANNING TO LIVE IN THE HOME FOR 2 OR MORE YEARS AFTER CONSTRUCTION.  HOMEOWNER- A COPY OF SETTLEMENT STATEMENT  RES CHECK/COMPLIANCE CERTIFICATION & WATER/SEWER RECEIPTS  ALL APPLICABLE SUBCONTRACTOR AFFIDAVITS
<b>INTERIOR RENOVATION OR INTERIOR DEMO</b>		
2 COPIES OF A FLOOR SHOWING THE AREA OF WORK THAT IS TAKING PLACE**	~SEE FEE SCHEDULE~	CONTRACTOR BUSINESS & STATE LICENSES OR HOMEOWNER AFFIDAVIT FOR HOME OWNER  HOMEOWNER- A COPY OF SETTLEMENT STATEMENT IF LESS THAN 2 YRS IN THE HOME.  ALL APPLICABLE SUBCONTRACTOR AFFIDAVITS
<b>ADDITIONS/ACCESSORY STRUCTURES</b>		
2 COPIES OF A SITE PLAN TO SCALE SHOWING STRUCTURE w/dimensions**  2 COPIES OF CONSTRUCTION DETAILS OR MANUFACTURERS DRAWINGS**	~SEE FEE SCHEDULE~	CONTRACTOR BUSINESS AND STATE LICENSES WHERE APPLICABLE OR HOMEOWNER AFFIDAVIT FOR HOMEOWNER  HOMEOWNER- A COPY OF SETTLEMENT STATEMENT IF LESS THAN 2 YRS IN THE HOME.  ALL APPLICABLE SUBCONTRACTOR AFFIDAVITS
<b>POOLS</b>		
2 COPIES OF A SITE PLAN TO SCALE SHOWING POOL/SPA**	~SEE FEE SCHEDULE~	CONTRACTOR BUSINESS LICENSE  ALL APPLICABLE SUBCONTRACTOR AFFIDAVITS
<b>CONSTRUCTION/TEMP TRAILERS</b>		
2 COPIES OF A SITE PLAN TO SCALE- LOCATION OF TRAILER, STAIRS OR RAMP, SEWER, ELECTRIC AND PLUMBING HOOK UP IF APPLICABLE**	~SEE FEE SCHEDULE~	CONTRACTOR BUSINESS & STATE LICENSES  ALL APPLICABLE SUBCONTRACTOR AFFIDAVITS
<b>COMPLETE/PARTIAL DEMOLITION</b>		
2 COPIES OF A SITE PLAN TO SCALE SHOWING LIMITS OF DISTURBANCE**	~SEE FEE SCHEDULE~	CONTRACTOR BUSINESS LICENSE  ASBESTOS LETTER

**\*\*A CD or PDF of plans is required before a permit will be issued if plans are larger than 11 x 17**