

RESIDENTIAL BUILDING PERMIT CHECKLIST

ITEMS TO RETURN TO BUILDING DEPARTMENT

- 1 SET OF ELECTRONIC PDF, 1 HARD COPY SET OF PLANS
- PLOT PLAN SIGNED OFF BY IRRIGATION COMPANY
- WARRANTY DEED
- SECONDARY WATER CERTIFICATE (IF REQUIRED)
- SEPTIC TANK/WELL PERMIT (IF REQUIRED)
- HEAT LOSS DATA SHEET (8 ½ x 11)
- COPIES OF CONTRACTORS' LICENSES
- BUILDING PERMIT APPLICATION COMPLETED
- OWNER/BUILDER CERTIFICATE (IF OWNER/BUILDER)
- POWER TO PANEL AGREEMENT
- 2.5% fee on all credit/debit card transactions