

BUILDING APPLICATION INTAKE FORM

_____ Staff Intake Initials _____ Date
BP# _____

This checklist is for new construction, additions, detached garages and shops. The proposed construction shall be presented in detail on the plans. The minimum size paper to draw on shall be 11" x 17". The minimum scale to draw the plans shall be ¼" per 1'. See Format & Design Standards for more information.

- Completed and Signed Building Permit Application
- Site / Plot Plan scaled:
 - Legal description
 - Address
 - Lot size dimensions
 - Location on lot with distances to lot lines
 - Other Structure locations and distances to
 - Sewer line location
 - Water line location
 - Driveway location
 - Storm water location
 - All easement locations
- Critical Areas Checklist
Attached
- Plans prepared by a Professional Architect or Engineer, must be stamped and signed.
- Stamped & Signed structural calculations.
- Elevations of all four directions
 - Roof Pitch
 - Height of structure from grade
- Stormwater
 - Drywell calculations
 - Alternative drainage
 - Engineered drainage
 - Rain Garden Location
- Footing / Foundation Plan
- Floor Framing Plan

- Floor Plan
Door, window opening dimensions & egress
Room identification
Plumbing Fixture location
Mechanical Fixture location
Heating / Cooling Equipment location
Smoke & Carbon Monoxide location

- Building Wall Section Detail

- Roof Framing Plan

- Energy Code Compliance:
Residential Worksheet
Glazing Schedule
Energy Credit Selected
Heating system sizing worksheet

- Fees: included but not limited to
Plan Review
Building Permit
GFC's – water & sewer
Transportation Impact
Park Impact