

## 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
  - North Arrow
- 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
- 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

Department of Community Development

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