Application Checklist

The following checklist is to be used to assist the applicant with the building process. If any items are missing or incomplete, the building permit application may be denied.

A. **PERMITS REQUIRED** *(check appropriate boxes)*

Zoning permit ☐ Yes ☐ N/A

Zoning Permit No. _____

Sewage Permit ☐ Yes ☐ N/A

Sewage Permit No. _____

Type of Sewage: ☐ *On Site (private)* ☐ *Public*

Water Permit ☐ Yes ☐ N/A

Water Permit No. _____

Type of Water: ☐ *Well (Private)* ☐ *Public*

Driveway Permit ☐ Yes ☐ N/A

Driveway Permit No. _____

Driveway Access: ☐ *Municipal Road* ☐ *State Highway*

Erosion & Sediment Control (E&SC) Plan ☐ Yes ☐ N/A

(required for earth disturbance greater than 5000sf. Attach the compliance letter from the County Conservation District.)

Workers' Compensation Insurance Coverage Information

☐ Yes ☐ Exempt *(Fill out Waiver Form)*

B. **REQUIRED DOCUMENTS**

Site plans* ☐ Yes ☐ N/A

Construction Documents* ☐ Yes ☐ N/A

Specification sheet for engineered materials (Trusses, I-beams, etc)*

☐ Yes ☐ N/A

Certificate of Insurance ☐ Yes ☐ N/A

**Two (2) copies of all construction documents are required. Building plans shall be sealed by a registered architect and /or professional engineer.*

C. **APPLICATION FEE(S)* TO BE SUBMITTED AS FOLLOWS:**

UCC Residential Application Fee: $70.00

Payment Attached ☐ Yes ☐ N/A

UCC Residential Plan Review Fee $_____

Payment Attached ☐ Yes ☐ N/A

***Total permit Fees to be determined by the Building Code Official upon review of application.**