



NEEDED WHEN SUBMITTING PLANS FOR BUILDING PERMITS

- ☐ Application, filled out completely including contractor's signature and number or an Owner/Builder waiver form filled out and notarized.
- ☐ 2 Sets of Plans – Require structural engineering, wet stamp, and calculations on each set
- ☐ 2 plot plans
- ☐ RES Check (Residential Energy Calculations) – Must be signed & dated
- ☐ Gas Schematic
- ☐ Request for Electrical Service Information Form
- ☐ \$235 Plan Check Fee

If a basement is planned and/or water or soil problems are suspected, a soils engineering report may be required.

Please allow 3 to 4 weeks for your plans to be approved.

Must be submitted at 4-Way inspection:

1. Engineered Roof Truss Package with Wet Stamp
2. Letter from Structural Engineer Approving Roof Truss Packet

**PLANS WILL NOT BE ACCEPTED UNLESS THIS
CHECKLIST IS COMPLETE**

I have read and understand the requirements listed above

Signature

Date