

PERMIT CHECKLIST:

1.APPLICANT SIGNATURE FORM- PLEASE SIGN AND DATE . YOU WILL NEED TO SAVE THIS TO YOUR COMPUTER. THIS WILL NEED TO BE UPLOADED WITH EVERY PERMIT.

2. APPLICATION

3. SEWER RECEIPT

4. AFT RECEIPT

5.E2 FORM

6. DIGITAL PERMIT SET

PLEASE NOTE- IF THE HOME HAS NEVER BEEN BUILT WE WILL NEED A “PAPER” MASTER COPY AS WELL AS THE UPLOADED DIGITAL SET.

**AS OF MARCH 1, 2025 ALL PLANS MUST SHOW 1 HOUR FIRE RATED WALL IF HOUSE IS LESS THAN 5’ FROM PROPERTY LINE. ALSO, HEAT DETECTOR MUST BE ANNOTATED ON PLANS.(LETTER FROM ELECTRICION WILL BE ACCEPTABLE)