

## CHECKLIST FOR BUILDING PERMIT SUBMISSIONS

1. Legal property owner's name, mailing address, phone number, and the 911 address of the location of the structure.
2. Signed affidavit, if the applicant/project contact is NOT the property owner.
3. Tax map number (SBL#), may be found on the tax bill
4. Perk test
5. Well log
6. Site plan, showing locations of driveways, well, septic/sewer system, accessory structures, existing and proposed structure.
7. Septic design approval
8. Proof of insurance certificate for contractor or signed and notarized certificate stating the homeowner is doing the work and has homeowner's insurance.
9. Detailed construction drawings for houses, dwellings, and garages including architectural drawings with an engineers approval and stamp.

Foundation—reinforcement, drainage, waterproofing and backfill

Structural—framing detail, windows and doors—size and label, location

Plumbing—specs and layout

Electrical—specs, layout of placement of smoke detectors, building inspector will be provided with a print showing location of all outlets, switches, lighting , panel box.

Mechanical/HVAC—specs and layout

Energy Conservation—calculation, specifications

Floodplain—elevation certificate