



**Building Department
Single & Two Family
Building Permit Application
Checklist**

PROJECT ADDRESS: _____

COMPANY: _____ PHONE #: _____

DESIGNER: _____ E-MAIL: _____

DATE: _____ BUILDING PERMIT PURPOSE: _____

Site Information

	Yes	No	Comments
Civic Address Provided	_____	_____	_____
Title Search	_____	_____	_____
Legal Plan Provided	_____	_____	_____
Pending Subdivision 1ST HOUSE	_____	_____	_____
Other Dwellings on Property	_____	_____	_____
Ministry of Health Septic Filing	_____	_____	_____

Drawing Submission

	Yes	No	Comments
Two Sets of Construction Plans	_____	_____	_____
Site Specific Site Plan	_____	_____	_____
Plan Review Checklists Completed (Pre and Post)	_____	_____	_____
Seismic Design or Structural Engineer	_____	_____	_____
Schedule B Structural	_____	_____	_____
Structural Drawings	_____	_____	_____
Sprinklered Building	_____	_____	_____
Schedule B Fire Suppression	_____	_____	_____

Admin Staff

	Yes	No	Comments
Owner/Letter of Authorization	_____	_____	_____
E-mail addresses for all contacts/owner	_____	_____	_____
HPO	_____	_____	_____