

RESIDENTIAL PLAN REVIEW INFORMATION CHECK LIST

Project Address: _____ Submission Date: _____

Applicant Name: _____ Company Name: _____

Applicants seeking permits for new construction of 1 & 2 Family Dwellings and Townhouses must complete this form by initialing appropriate items to verify completion before a permit application can be accepted.

(Initial)

_____ Subdivision lot has been released by Public Works for construction.

_____ Completed permit application.

_____ Two copies of the plot plan.

- Lot dimensions match plat
- Platted easements shown
- Platted building setbacks and distances from lot lines shown
- 4-foot Sidewalks along all street frontages shown

_____ Two signed copies of the Res-Check Energy report.

- The contractor copy will be posted on site during the frame, insulation and final inspections.

_____ Floodplain Development

- N/A or Yes
 - Submit completed Floodplain Permit signed by both applicant and surveyor
- Plot plan must show the separate applicable FEMA mapped floodplain and floodway boundaries.
 - Denote the zone(s), effective panel number(s) and date(s)
 - Denote Base Flood Elevation (BFE) and lowest finished floor elevations (min. 2-foot above BFE)

_____ All applications are reviewed in the order they are received or resubmitted.

I certify that all of the above items are complete and ready for permit application review. In addition, I fully understand that permits for new residential construction cannot commence or will be suspended if any of the items are not true, violations or errors are found, subdivision lot(s) have not been released or filed addressed plats have not been received by the Permits Department.

Applicant Signature: _____ Date: _____