

PLAN REVIEW & RESIDENTIAL PERMITTING CHECKLIST

Name of Applicant: _____

Date Received: _____

Items needed to submit plans for review:	Yes	No	N/A
<i>Plan review payable at time of submittal - .05 per square foot</i>			
(2) Sets sealed construction drawings			
(1) Energy Form			
(1) Set - Window & Door Product Approvals			
(2) Truss Layout and Engineering			
Site Plan to include septic, water and set back			
Building Permit Application with Zoning, Planning and 911 Addressing approvals			
In order to obtain your permit you must submit:			
(2) sets of approved construction drawings			
Most recent boundary survey sealed by a surveyor			
(1) Approved Energy Form			
(1) - Set Approved Window & Door Product Approvals			
Approved Truss Layout and Engineering			
Site Plan to include septic, water and set back			
Original Building Permit application with approvals from: Zoning, Planning, 911 Addressing and Health Department			
Approved driveway permit from either County Engineer's Office or Sun 'n Lake Improvement District			
If utilizing existing driveway approval letter needed			
If non-maintained road a recorded copy of non-maintained access			
If utilizing a septic system: Approved Septic Permit			
If utilizing a public sewer system a letter of connection is needed from the provider			
If utilizing a public water system a letter of connection is needed from the provider			
<i>If utilizing a private well one of the following:</i>			
On the ridge requires chemical contaminate test (long test)			
Off the ridge requires bacterial contaminate test (short test)			
Existing wells must provide to the Health Dept. with appropriate test results that indicate the water supply was approved for use within the last (3) years			
Construction Waste form			
List of subcontractors (if you change subs you must update this form)			
Elevation Certificate if in flood zone (Preconstruction) *Structures must be elevated 2' above BFE			
Power of attorney or notarized authorization			
If obtaining permit as a owner/builder you must submit notarized owner statements (on HCBD form)			
Owner/Builders must have liability insurance of \$100,000 general liability or builders risk			
Notice of Commencement (\$2,500 or greater)			
Payment of impact fees, permit fees and associated fees collected at the Building Department are due before the permit can be issued!			