

Building Permit Checklist

_____	_____	Building Permit Form
<i>applicant</i>	<i>staff</i>	
_____	_____	Two Sets of Building Plans
<i>applicant</i>	<i>staff</i>	
_____	_____	Survey or Site Plan (<i>Every application for a building permit for new structures and additions increasing the existing footprint of a structure greater than 20%, must be accompanied by a certified site survey.</i>)
<i>applicant</i>	<i>staff</i>	
_____	_____	Watershed District Permit (<i>if applicable</i>)
<i>applicant</i>	<i>staff</i>	
_____	_____	Signed Construction Management Agreement
<i>applicant</i>	<i>staff</i>	
_____	_____	Chief of Police Review of on-street Parking Plans (<i>All construction projects that require parking on city streets <u>must</u> be reviewed by Chief of Police. His signature is required on the Construction Management Acknowledgement form.</i>)
<i>applicant</i>	<i>staff</i>	
_____	_____	Proof that contractor has contacted all adjacent property owners within one hundred (300) feet of the applicant's property to make them familiar with the proposed construction and to provide them with contact information.
<i>applicant</i>	<i>staff</i>	
_____	_____	A construction site plan showing: all erosion control measures, location of soil stockpiling, locations of the temporary toilet, if required, and dumpster, site entrance and on-site parking areas, and/or proposed street parking plan
<i>applicant</i>	<i>staff</i>	