

COUNTER CHECKLIST FOR ENCLOSING PORCHES

Part 1- APPLICATION		Part 2- PLANS & PAPERWORK	
Date			2 Sets Plans
Permit #			2 Copies of plot plan showing existing porch location
Property Address			2 Copies Signed Energy Codes
Section, Block & Lot			2 Copies Manual J (if Air Conditioned Space)
Tax Folio # (Parcel ID #)			2 Copies of Product Approvals
Owner Name, Address & Tel #			2 Copies Certified, Recorded Not. of Comm
Contractor/HOB Name, Address & Tel #/ Fax #			
Architect/Eng. Name, Addr, Tel # & State Lic #			
Use of Building			
Class of Work			
Description of Work			<i>If no As built is on file a sealed As built, final or mortgage survey shall be submitted</i>
Valuation of Work			*Excluding Statement Regarding Sale or Lease
Square Footage			
Type of Construction			
Occupancy Group			
# of Stories			
Receiver			
Sewer Type			
Contr. Comp Card# /State Lic # Exp. Date			
Worker's Comp (if State Lic. Contr.)			
Notarized Signature of Contractor/HOB			

Checklist is for Building Department Use Only Additional Documents May Be Required

**No General Exceptions Are Allowed. Any Exceptions Must Be Approved On An Individual Basis
By a Supervisor**

ADDITIONAL NOTES:

enclporch8/02

