

COUNTER CHECKLIST FOR SINGLE FAMILY ADDITIONS

Part 1- APPLICATION		Part 2- PLANS & PAPERWORK	
Date			2 Sets Signed & Sealed Plans w/ Product Approvals & Wind Load Forms superimposed onto plans
Permit # and Confirmation #			2 Sets truss layouts reviewed and approved by architect or engineer
Property address			1 Set of Sealed Truss Shop Drawings on 8 1/2"x11" paper (Stapled)
Section, Block & Lot			2 Copies Signed Energy Codes
Tax Folio # (Parcel ID #)			2 Copies Manual J if Air Conditioned Space
Owner Name, Address & Telephone number			2 Copies of survey indicating Location*
Contractor/HOB Name, Address & Tel #/ Fax # -- Email address			2 Copies of Health Dept. (Well and Septic Only)
Architect/Eng. Name, Address, Tel # & State Lic. #			2 Copies Certified Recorded Notice of Commencement
Use of Building			Sub Contractor Permits **
Class of Work			Signed, Notarized HOB Affidavit* if NOC req.
Description of Work – <i>detailed</i>			
Valuation of Work			*At their discretion, plans examiner may require as-built survey
Square Footage			**Some Items Maybe Obtained Prior
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:

revised:tv 09/09/05