



## Building Department CHECKLIST FOR ADA ACCESSIBLE ROUTE PERMITS

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**PERMIT APPLICATION** – The following information must be completed on the permit application:

- For office use only - Permit number and pin number, C# if applicable
- Property address
- Legal description
- Owner's information
- Contractor's information
- Architect/Engineer's information
- Width, length and slope of path
- Type of material being used
- Curbed path
- Valuation
- Notarized Contractor/Homeowner builder signature
- For office use only – application date and received by

**PLANS AND DOCUMENTS** – Provide 2 copies:

- Site plan showing the location of the Accessible Route
- Plans signed and sealed by a licensed Architect/Engineer
- In addition to paper copies, one complete set of plans must be provided electronically (i.e. on flash drive or disk), for commercial projects.
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- **\*\*If applying for the permit as a homeowner builder, a copy of the recorded warranty deed or property card showing homeowners name from the property appraiser's website must be submitted, along with HOB Affidavit.**

***This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.***