



Residential Submittal Check List

In order to expedite the reviews to obtain a permit for a detached single family dwelling or duplex, please have the following when you apply.

- 1. Completed application for permit.**
- 2. 3 copies of legal description if metes and bounds or split lots.**
 - * Deed approval may be required for less than five acres or split lots.**
- 3. Two copies of site plan.**
 - A.** Location and dimension, in feet, of all property lines, right-of-way lines, and public and private easements.
 - B.** Location and dimension, in feet, of all structures, drives, and parking (both existing and proposed)
- 4. Two copies of floor plan.**
 - A.** Show all existing and proposed walls, door swings and windows and their sizes.
 - B.** Label use of all rooms, show all plumbing fixtures and provide stair detail (if applicable)
- 5. Copy of perc test if on septic system.**
- 6. If a pier and grade beam foundation is proposed, a certification of its design is required.**
- 7. Applicable fees.**

Contact our office at 297-2525 if you have any questions.