



Checklist #1 for Building Permit Applications



This list is provided to help speed up your plan review by making sure the basic required information is shown on your submittal. **Plans will not be accepted if the required information is not shown or if an item marked as “N/A” is deemed to be applicable for this type of project.** Additional information may be required based on site-specific conditions or to respond to City development review comments. Please call the appropriate City department if you have any questions related to a specific requirement. The applicant is required to review and sign the affidavit on the bottom of this checklist, accepting responsibility for any incomplete submittal and thus possible result of a delayed review time. For additional information regarding a particular requirement, see the General Requirements Book.

City Water/Sewer- 871-8226

Fire Prevention- 871-8216

Public Works- 871-8214

Planning- 871-8222

Applicant Name: _____ **Permit #: SB -** ___ - _____
 (Please Print)

Important: *Any project required to submit Civil Construction Plans and/or Documents to Public Works must include the approved Civil Construction Plans (w/ approval block signed by departments) as part of the Building Permit submittal. See development approval conditions or contact Planning staff. If the Building Department verifies this has been attached, then only the CSMP and SWMP requirements need be verified.*

	Yes	No
Building Permit has associated grading and drainage Civil Construction Documents on record with Public Works?	<input type="checkbox"/>	<input type="checkbox"/>

Site Plan Information	Check	
	Yes	No
North Arrow Indicator, Scale, and Benchmark	<input type="checkbox"/>	<input type="checkbox"/>
Legal Description, Property Address, Owner’s Name, Lot Size in Square Feet	<input type="checkbox"/>	<input type="checkbox"/>
Existing and Proposed Topography: Contour Lines at 2 foot Intervals, Source of Topography	<input type="checkbox"/>	<input type="checkbox"/>
Location and Dimensions of all Roads on or Adjacent to the Subject Property. Show Location of Adjacent and Opposing Driveways.	<input type="checkbox"/>	<input type="checkbox"/>
Location and Dimensions of Right-of-Way and all Easements- No Landscaping or Structural Improvements in the ROW or Easement	<input type="checkbox"/>	<input type="checkbox"/>
Location and Dimension of Lot Lines, Building Envelopes and Setbacks	<input type="checkbox"/>	<input type="checkbox"/>
Location and Dimensions of all Buildings on the Lot (Existing and Proposed). Include decks, patios, roof overhangs, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Building and Garage Finish Floor Elevation (in feet above sea level)	<input type="checkbox"/>	<input type="checkbox"/>
Alignment and Pipe Type of <u>ALL</u> Existing and Proposed Utilities, Including Meters (Water, Sewer, Gas). The Plan must clearly identify changes in bury depth to all existing utilities.	<input type="checkbox"/>	<input type="checkbox"/>
Show <u>ALL</u> Above Surface Public Appurtenances Identified in Relationship to any Proposed Improvement (i.e. Fire hydrants)	<input type="checkbox"/>	<input type="checkbox"/>
Driveway Location, Width, Grade. Size and Length of any Culverts.	<input type="checkbox"/>	<input type="checkbox"/>
Location and Dimensions of Sidewalks, Parking Areas, and Paving	<input type="checkbox"/>	<input type="checkbox"/>

Existing Water Bodies, Drainages, Floodplain (limit and elevation), or Wetland Areas		
Existing and Proposed Storm Water Systems (swales, ditches, culverts, etc.); Arrow showing proposed drainage direction.		
Existing and Proposed Culverts w/ Invert Elevations, Size, and Flared End Sections or Headwalls Indicated		
Extent of Soil Disturbance and Phasing Plan; Show all proposed Erosion & Sedimentation Control Measures.		
Details for any Permanent Storm Water Quality feature (i.e. % slope for grass buffers, level spreader designs, grass swale cross-sections, etc.)		
Add Note: All Disturbed Areas to be Re-vegetated		
Location and Elevations (top and bottom) of any Retaining Walls; Provide a Cross-Section Design with Engineer's Stamp for any Retaining Wall greater than 4 feet.		
Floor Area Ratio Calculations		

Building Plan Information

Existing and Finished Grades on Building Elevation Drawings- Including Building Height(s).		
Provide a Detailed Code Analysis- Contact Fire Prevention w/ Questions		
Soils Report- See General Requirement Book Guidelines for when required.		

Construction Site Management Plan

Construction Site Management Plan (CSMP)- See additional checklist for these requirements and contact Construction Services at 871-8273 for information	
Stormwater Management Plan (SWMP) if area of disturbance is greater than 1 acre. Contact Construction Services at 871-7073 for information	

Historic Preservation

Exterior work on a property that is 50 years or older and may be eligible to an historic register will be reviewed by the Historic Preservation Commission. To find out if the property is eligible contact the Historic Preservation Division at 970-871-8258.		
Staff Review By:		

I _____ accept responsibility for the accuracy and completeness of the contents of this Building Permit application and accept responsibility for any associated delays in City review due to incompleteness.

Applicant : _____

Phone #: _____

(Applicant Signature)