



**INSPECTION DEPARTMENT
RESIDENTIAL SINGLE OR TWO-FAMILY
ADDITION CHECKLIST**

- Building Plans – 1 set done in 1/4 scale
- Drainage Plans – with elevations
- Plot plan – with distances to lot lines, other buildings, septic, well, etc.
- Contractors certification card – copy
- Contractor qualifier number
- Signature on permit
- Proper Fees
- Receipt Number _____

If construction will occur outside sanitary district:

- Sanitary permit (if needed) – Copy of hard card and first page of application

If construction will occur inside an airport zone:

- Airport Zone Permit

If Self Built

- Cautionary Statement