



INSPECTION DEPARTMENT NEW HOUSE CHECKLIST

Items needed to obtain a building permit are:

- Building Plans – 2 sets with at least 1 set done in ¼ scale
- Cross section of building
- Wall Bracing Plans
- Drainage plan – with elevations
- Plot plan – with distances to lot lines, other buildings, septic, well, etc.
- Erosion control plan
- Erosion Control Approval
- Energy worksheet – latest version
- Heating Layout Plan
- Address application
- Contractor certification card - copy
- Contractor qualifier number
- Signature on permit
- Proper fees
- Receipt Number _____
- Elevation
- Benchmark
- Engineered plan required due to egress windows or walk-out basements
- Residential Stormwater Management Permit

If construction is to occur outside sanitary district:

- Sanitary Permit – Copy of hard card and first page of application

If construction is to occur inside an airport zone:

- Airport Zone permit

If Self Built

- Cautionary Statement