



APPLICATION CHECKLIST

MODEL HOME

SUBMITTAL REQUIREMENTS

- Completed [Permit Application](#)
- Owner authorization letter if applicable
- Submittal fee ([see comprehensive fee schedule](#))
- Construction Plan – Include the following as necessary based on the proposed work (2 full size sets & 1 reduced 11x17 set)
 - o Floor Plan
 - o Foundation Plan
 - o Framing Plan
 - o Cross-section with structural framing details
 - o Energy Code Compliance
 - o Mechanical Plan
 - o Plumbing Plan
 - o Electrical Plan
- Structural Plan and calculations if applicable (2 sets)
- Soils Report (2 sets)
- Truss/Joist Calculations – include verification of the Engineer of Record review (2 sets)
If deferred, add a note on the construction plan index sheet (deferred submittal fee will apply)
- Any additional items reflected on the administrative checklist

FOR OFFICIAL USE ONLY

Permit No. _____

Date Received _____