



APPLICATION CHECKLIST

RESIDENTIAL ADDITION OR REMODEL

Addition, Remodel, Casita, Guesthouse, Decks, Patio Cover, Pergola

SUBMITTAL REQUIREMENTS – completed online portal application with uploaded files below

1. PLANS – combine the following 24” x 36” format items into one file labelled “PLANS”

Cover Sheet

- o Applicable Codes
- o Design Criteria
- o Sheet Index
- o Project Scope
- o Square Footage Table

Site Plan

- o Parcel lot lines and address
- o Size of parcel (square footage)
- o Setbacks – front, rear, side distances from lot lines
- o Existing structures, fences and retaining walls.
- o Existing utilities and easements
- o Location and size of proposed structure with distances from lot lines and between structures

Construction Plans – include all items below that are applicable to the project scope.

- o Floor Plan
- o Foundation Plan
- o Framing / Deck Plan
- o Cross-section with structural framing details
- o Elevations with building height
- o Energy Code Compliance
- o Electrical Plan
- o Mechanical Plan
- o Plumbing Plan

2. SUPPORTING DOCUMENTS – if applicable, combine 8 ½ x 11 formats into one file labelled “SUPPORT DOCS”

Structural Plan and Calculations

Truss Calculations and Layout – include verification of the Engineer of Record review

Soils Report

ResCheck

Manual J. S. D.

Manufacturer Installation Instructions

ESRs and Specifications

Special Inspection Form(s)

Additional Permits or Supporting Documents may be needed; contact other divisions to determine requirements.

- ❖ Public Works Engineering and FEMA Floodplain: 928-777-1405, Option 3
- ❖ Fire Sprinklers and Wildland Urban Interface (WUI): 928-777-1445, Option 3

Notes:

Applicant:	Property Address:	Permit #
Contractor:	Contractor ROC#:	Date Submitted: