



New Single Family Dwelling Application Checklist

Date: _____ Permit #: _____

- Building Application Form for House filled out
- Building Application Form for Garage (if applicable) N/A
- Zoning check sheet completed
- Owner's Acknowledgement of Responsibility (signed)
- HPO
- Architectural plans – 2 copies, **including rain screen detail**
- Structural Plans – 2 copies (must be sealed by structural eng)
- Retaining Walls shown Schedule B + wall design if over 1m
- Schedule B - Structural, plus certificate of insurance
- Schedule B - Fire Suppression plus certificate of insurance
- Schedule B - Geo-tech (**entire site**), plus cert of ins – sealed site plan?
- Letter from Geo-tech that they have read covenant N/A
- Schedule B - Plumbing (infiltration system) plus cert of insurance
- Sealed design for infiltration/storm system
- Erosion & Sediment Control Schedule (signed)
- Erosion & Sediment Control Site Plan
- Seismic Regulation documentation received
- Septic Filing yes N/A Well Quantity yes N/A
- Covenants Req'd: Floodplain Sump Pump Infiltration

Single Family Dwelling Plan Requirements

Please note: 'Reverse plans' are not permitted

2 COMPLETE SETS OF PLANS ARE REQUIRED AT APPLICATION DATE

REQUIRED DOCUMENTATION		
*SITE PLAN	North Arrow, street name shown	
Scale = 1:100 (or 1/8" = 1-0")	All setbacks shown	
	Basement, main floor & ridge geodetic elevation	
	Minimum Basement Elevation	
	Front & Rear Datum determination Geodetic elevation	
	Natural & Finished geodetic grades around the bldg	
	Retaining walls located with top and bottom elevations	
	Driveway, parking locations	
	Streams and water wells to be indentified/shown	
	Septic disposal field location identified/shown	
	Stairs, decks, lightwells, projections	
	Floor area, Building Coverage summary	
	Drawings scaled accurately (scale shown on left)	
*Elevations	Natural and finished geodetic grades	
Scale = 1:50 (or 1/4" = 1-0")	Basement, all floor & ridge geodetic elevations	
	Maximum height line shown	
	Maximum building face line shown	
	Spatial separation calculation	
*Floor Plans	Structural framing indicated	
Scale = 1:50 (or 1/4" = 1-0")	Foundations indicated	
	Section line shown	
	Room use and size	
	Doors, windows, stairs dimensioned	
*Section	Full Cross section	
Scale = 1:50 (or 1/4" = 1-0")	Floor(s), u/s top ceiling & ridge geodetic elevations	
	Rooms labeled	
	Room clear height shown	
	Construction & finish details	