



Deep Roots  
Greater Heights

# Accessory/Parking, Detached Structures Permit Application Checklist

2 COMPLETE SETS OF PLANS ARE REQUIRED AS DESCRIBED BELOW:

Address:		Date:			Verified by		
<b>REQUIRED DOCUMENTATION</b>				Received	Not required	Required	Planchecker
<b>Owners Acknowledgement of Responsibility completed</b>							
Legal topographical survey plan (Registered BCLS) for D.P.							
Drawings scaled accurately							
Health Dept. filing to construct Septic Disposal field							
Zoning Compliance Check sheet completed							
<b>Site Plan</b>	North Arrow, street name shown						
scale=1:100 (or 1/8" = 1 - 0")	Setbacks shown						
	floor & ridge geodetic elevation						
	Natural & Finished geodetic grades around structure						
	Retaining walls - top and bottom elev.						
	driveway, parking locations						
	Streams and water wells identified						
	Septic disposal field location located & identified						
	Stairs, decks, light wells, projections						
Floor area, Building Coverage summary							
<b>Elevations</b>	Natural and finished geodetic grades						
scale = 1:50 (or 1/4" = 1 - 0")	Floor(s) & ridge geodetic elevations						
	Maximum height line shown						
	Spatial separation calculation						
<b>Floor Plans</b>	Structural framing indicated						
scale = 1:50 (or 1/4" = 1 - 0")	Foundations indicated						
	Section line shown						
	Room / building use and size						
	Doors, windows, stairs dimensioned						
<b>Section</b>	Full cross section						
scale = 1:50 (or 1/4" = 1 - 0")	Floor(s) & ridge geodetic elevations						
	Room clear height shown						
	Construction & finish details						
<b>PRELIMINARY ZONING CHECK</b>							
Building coverage							
Siting	Side yards						
	Front/rear						
	Projections						
Circle Variance required?	B.O.V.	D.V.P.	D.P.	No variance required			
<b>PRELIMINARY CODE CHECK</b>							
Engineering Required	Yes	No	Maybe	Received	Not required	Required	
Sealed drawings - 2 sets							
Letter of Assurance	Structural						
	Geotechnical						
	Fire Suppressions						
Liability Insurance coverage (for all P.Engs) <small>required prior to issuance of BP</small>							
Engineered roof assembly layout plan							
Sprinkler layout drawings							
Circle type of heating system: unheated / electric baseboard / radiant baseboard / natural gas forced air / oth							
<b>MISCELLANEOUS COMMENTS</b>							
Plans/Documentation reviewed for permit application by: _____							