



## Residential Permit Application Checklist

The following list of documentation is required before a permit will be issued for residential construction. Incomplete forms will not be processed and will delay permit issuance. Please return this form with all permit application submittals.

- \_\_\_\_\_ Completed building permit application
- \_\_\_\_\_ Contractor licensing documentation (state, business, and certificate of liability insurance)
- \_\_\_\_\_ Completed subcontractor permit application
- \_\_\_\_\_ Subcontractor licensing documentation (state, business, and certificate of liability insurance)
- \_\_\_\_\_ Copy of GSWCC Level 1A certification (Blue Card)
- \_\_\_\_\_ Two (2) sets of scaled construction drawings with dimensions (foundation plan w/details, floor plan of each level, elevations, and wall details) **One (1) set shall be on 8 ½ x 11 (letter) paper.**
- \_\_\_\_\_ House location plan: scaled lot drawing with a scaled footprint of house and any other structure located on property, show building limitations and setback requirements.
- \_\_\_\_\_ Notarized homeowner affidavit. (if applicable)
- \_\_\_\_\_ Temporary Power to House request form
- \_\_\_\_\_ Septic permit (if applicable)
- \_\_\_\_\_ Water and/or sewerage receipt (if applicable)
- \_\_\_\_\_ Driveway permit (if applicable)
- \_\_\_\_\_ Preconstruction tertiary approval form (if applicable)
- \_\_\_\_\_ Copy of NOI with USPS certification (if applicable)
- \_\_\_\_\_ Proof of Ownership (Warranty Deed)

Project Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_