

NEW CONSTRUCTION - BUILDING PERMIT CHECK LIST

These items required with permit application – if applicable to your job site. We will not accept applications without all pertinent documents.

All Below Permits must be active – (dated within 1 year unless otherwise noted on their permit)

1. Copy of Builders License & photo id (if not already on file).
2. Site address/Equalization house number form if new construction. If a temp power pole a copy of the power pole address form from Equalization will need to come in with Electrical Permit.
3. Property/Parcel ID number (64-XXX-XXX-XX)
4. Driving directions (do not rely of GPS/Google maps)
5. Zoning Permit or written waiver – with sizes and what building matching
6. Septic & Well Permit or written waiver
7. Soil Erosion Permit or written waiver
8. DEQ Permit or written waiver
9. Driveway Permit
10. Site Map
11. Plans/drawings
12. Uniform Energy Code – if heated space
13. Truss prints
14. Proof of ownership, if a new owner
15. Date of Birth on application (by signature line)