

BUILDING PERMIT CHECKLIST  
FOR  
NEW RESIDENTIAL STRUCTURES AND ADDITIONS

- \_\_\_\_\_ Completed Application: Incomplete application can delay issuance of your permit.
- \_\_\_\_\_ Site Plan: (four (4) copies)
  - \_\_\_\_\_ Drawn To Scale: 1" = 10' or 1" = 20' recommended
  - \_\_\_\_\_ Dimensions of subject property including all property lines and total area.
  - \_\_\_\_\_ Identify streets
  - \_\_\_\_\_ Setbacks from all property lines for all existing and proposed structures including additions and accessory structures.
  - \_\_\_\_\_ Location of driveway
  - \_\_\_\_\_ Location of wetlands, watercourses or coastal features
  - \_\_\_\_\_ A Class I survey by a registered land surveyor may be required
- \_\_\_\_\_ CRMC Jurisdictional Determination for presence of Freshwater Wetlands (250 sf and larger ).
- \_\_\_\_\_ Construction plans and documents: (two (2) copies)
  - \_\_\_\_\_ Footing and foundation plan
  - \_\_\_\_\_ Floor plans—include key structural elements
  - \_\_\_\_\_ Front elevation
  - \_\_\_\_\_ Rear elevation
  - \_\_\_\_\_ Side elevations
  - \_\_\_\_\_ Cross Section(s)
  - \_\_\_\_\_ Framing plans...may be required when specific conditions of design requires
  - \_\_\_\_\_ Manufactured lumber (TJI's, LVL's): see your supplier/manufacturer for design reports (submit 2 copies). Larger projects will require a layout plan; beam, header and joist design report number shall correspond with layout plan number.
  - \_\_\_\_\_ Truss drawings with engineer stamp and layout plan from manufacturer
  - \_\_\_\_\_ Window and door schedule; include manufacturer, U-Factor and Design Pressure rating (See your supplier/ manufacturer)
  - \_\_\_\_\_ Energy Conservation): See Code Section N1101.2 for required compliance and submission
  - \_\_\_\_\_ Architect and/or engineer may be required
  - \_\_\_\_\_ Does footprint of plans match site plan i.e. \_\_\_overhangs, \_\_\_decks, \_\_\_porches, \_\_\_location of garage etc.
- \_\_\_\_\_ Single line drawings will not be accepted
- \_\_\_\_\_ Completeness and Clarity of Plans
- \_\_\_\_\_ No tape, no red ink, no pencil
- \_\_\_\_\_ Dimensions:
  - \_\_\_\_\_ Drawn To Scale: ¼" = 1' recommended
- \_\_\_\_\_ Flood Zone/Flood Resistant Construction (Code section R322):
  - \_\_\_\_\_ AE: Not subject to high velocity wave action
  - \_\_\_\_\_ VE: Wave heights in excess of 3 feet
  - \_\_\_\_\_ Coastal A: Wave heights between 1 ½ feet and 3 feet.
  - \_\_\_\_\_ Elevation of existing and proposed grade (in relation to mean sea level).
  - \_\_\_\_\_ Addition/Reconstruction: Substantial Improvement: equals or exceeds 50% of the structure
- \_\_\_\_\_ Wind Load Design (zone 2):
  - \_\_\_\_\_ Architects design and/or copy of Appendix AA from code
  - \_\_\_\_\_ Contractors/Owners Responsibilities Form: