SFR SUBMITTAL CHECKLIST

1. **Building Permit Application** - Completed and signed

2. Two 11 x 17 site plans generally in conformance with sample

3. Proof of Sewer Connection payment or TPCHD Approval

4. **Surface Water Application** - Completed and signed

5. Storm Water Pollution Prevention Plan: **Surface Water Minimum Requirements 1-5 Short Form**

6. Two sets of site plans & one electronic copy on CD or USB thumb drive showing stormwater system design drawings with calculations

7. **Water Availability Letter**

8. **Fire Flow Credit Worksheet***

   - 1000 GPM required ≤ 3600 total sq. ft
   - 1750 GPM required > 3600 total sq. ft
   - 2000 GPM required > 4800 total sq. ft
   - 2250 GPM required > 6200 total sq. ft
   - Over 7700 sq. ft check with the building department

   * The Fire Flow Credit Worksheet included in this application packet does not need to be submitted at time of application if it does meet above requirements. (If building base has over 5000 sq. ft of livable area, sprinklers are required.)

7. 2 sets **Construction Drawings** w/engineering on plans **24 X 36**

8. 2 sets of Lateral and Gravity **Structural Calculations**

9. 2 sets of **Energy Forms**

10. Residential **Plumbing/Mechanical Checklist**

11. Copy of **Contractor’s License**

13. *Receipt for School Impact Fee*

   (paid directly to School District)

   *receipt to be provided before permit is issued

14. **If Required:**

   - Landscaping Plans
   - Design Review
   - Critical Areas Checklist

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**Note:** *Missing information to be itemized for applicant. Application WILL NOT be accepted until a complete permit package has been received.*

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*Revised 3/29/2017*
SFR SUBMITTAL CHECKLIST

Building Plan Review and Surface Water Review fees are due at time of submittal. Remaining fees are payable at time of Permit issuance.

Note: Missing information to be itemized for applicant. Application WILL NOT be accepted until a complete permit package has been received.