



## Plan Submittal Check-Off List

**Parcel #:** \_\_\_\_\_

- **Building/Grading Application (including Acknowledgement form)**
- **Landscape Acknowledgment Form**
- **Right of Way (application for road access)**
- **Approved Flood Hazard Information Sheet or Flood Plain Use Permit**
- **Construction Authorization Septic Permit**
- **Water Letter or Well Registry**
- **Two hard copies of plans (including 2 site plan)**
- **Electronic copy of plans in a PDF format**
- **Owner Builder Form (if applicable)**
- **Exterior Lighting Schedule (including cutsheet with lumens and watts)**
- **Proof of Ownership (print out from Assessor's Office)**
- **Homes 3,600 sqft (living space + garage) require fire department approval**
- **General Contractor's Transaction Privilege Tax License number if project values over \$50,000.**
- **TAC Approval (Commercial Projects)**
- **Fire Department Approval (Commercial Projects)**