

PERMITTING CHECKLIST FOR ONLINE SINGLE-FAMILY RESIDENCE PERMITS

PERMIT NUMBER: _____ CONTRACTOR: _____ REC'D BY: _____

| √ | APPLICATION | √ | PLANS AND PAPERWORK - SUBMITTAL <i>*EXPRESS – DENOTES PAPERWORK THAT IS SUBMITTED FOR SITE SPECIFIC EXPRESS PERMIT SUBMITALS</i> |
|---|--|---|--|
| | CORRECT TYPE OF PERMIT / APPLICATION | | BLDRATRISK – BUILDER AT RISK (IF APPLICABLE) <i>*EXPRESS (IF APPLICABLE)</i> |
| | OWNER NAME AND ADDRESS | | DESIGNAFF – EXPRESS HOME AFFIRMATION (ALLOWS CONTRACTOR TO USE PLANS FOR MULTIPLE SUBMITTALS) <i>*EXPRESS</i> |
| | ENGINEER NAME, LICENSE, PHONE, EMAIL | | ELEV - ELEVATION SHEET <i>*EXPRESS</i> |
| | RP NUMBER | | ENCODE - SIGNED ENERGY CODES (FRONT & DISPLAY PAGE MUST BE SIGNED) |
| | DESCRIPTION OF WORK | | ENG - ENGINEERING APPROVAL – RED STAMPED COPY <i>*EXPRESS</i> |
| | LIVING, NON-LIVING AND TOTAL SQUARE FOOTAGE | | IFEECRED -IMPACT FEE CREDITS (IF APPLICABLE) <i>*EXPRESS (IF APPLICABLE)</i> |
| | VALUATION | | MANJ - MANUAL J |
| | # OF STORIES | | NOC - RECORDED NOTICE OF COMMENCEMENT <i>*EXPRESS</i> |
| | SPECIFICATIONS ARE FILLED OUT | | PLANS – SIGNED AND SEALED PLANS – W/PRODUCT APPROVAL AND WIND LOAD FORM SUPERIMPOSED ONTO PLANS |
| | SUBCONTRACTORS SELECTED | | PROPAFF - PROPERTY OWNER AFFIDAVIT (PROPERTY OWNER GIVING PERMISSION FOR CONTRACTOR TO BUILD, IF APPLICABLE) <i>*EXPRESS (IF APPLICABLE)</i> |
| | EXPRESS NUMBER (IF APPLICABLE) | | SURV - PLOT PLAN SURVEYS W/LOCATION - MUST BE DIGITALLY SIGNED AND SEALED <i>*EXPRESS</i> |
| | NOC IS INCLUDED. IF NOT, PLACE ON HOLD FOR ISSUANCE. | | TRUSSCUT – TRUSS CUT SHEETS (SIGNED AND SEALED BY ENGINEER) |
| | | | TRUSSLYT – TRUSS LAYOUT |
| | | | TRUSSPKG* – TRUSS PACKAGE (ALL MISC PAPERWORK, NOT INCLUDING TRUSS CUT SHEETS OR TRUSS LAYOUT) |
| | | | UTIL – UTILITY RECEIPT (MUST BE IN BEFORE PERMIT ISSUED) <i>*EXPRESS</i> |

**TRUSSCUT, TRUSSLYT, TRUSSPKG MAY COME IN AS ONE COMPLETE PACKAGE*