

# APPLICATION CHECKLIST

Permit # \_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_

- Is application signed?
- Is there an unfinaled expired permit on this parcel?
- Document # of recorded deed if property recently purchased.
- Subdivision document number if newly platted.
- ENS# if have one (*black stake by driveways*).
- Map to property location.
- Hwy Entrance Permit (new driveways placed on county or state roads only).
- Site plan showing road right-of-way.
- Perc or Soils Test.
- Sewer design.
- Sewer Installer's name.
- Truss detail from lumber company.
- TJI joist layout from lumber company.
- 2 sets of plans (pages in order and stapled).
- Is there a suspended concrete floor?
- Wall Section
  - \*\*\**rafter sized 2x8 etc. NOT 2X?*\*\*\*
  - \*\*\**stud wall size 2x4 etc. NOT 2x?*\*\*\*
  - \*\*\**rebar shown in wall*\*\*\*
  - \*\*\**joist size -as per code IS NOT ACCEPTABLE*
- Electrical & Mechanical Spec Sheet
- Subdivision Trustees letter (if applicable)
- Private Subdivisions Restriction Form signed.
- Premise # from Ameren UE (if customer)
- \$25.00 Application & Processing Fee  
(Permit fee and Escrow fee to be paid after processing)