

APPLICATION CHECKLIST

PERMIT # _____

NAME _____

- Is application signed?
- Site Plan
- 2 sets of plans (pages in order and stapled; shows floor plan, elevation views)
- Wall Section
 - * rafter size 2x8 etc. NOT 2x?
 - * stud wall size 2x4 etc. NOT 2x?
 - * rebar shown in wall
 - * joist size – as per code not acceptable
 - * stair section (if applicable)
- Truss detail info from lumber company- may be emailed or layout sheet
- TJI joist layout from lumber co. (if using)
- Is there a suspended concrete floor?
- Electrical & Mechanical Spec sheet (if applicable)
- Perc or Soils Test (if applicable)
- Sewer Design
- Sewer Installer's Name or Homeowner
- Central Sewer Letter (if applicable)
- Is there an un final expired permit on this parcel since 2002?
- Document # of recorded deed if property recently purchased
- Hwy Entrance Permit (new State or County) or driveway declaration if existing or subdivision driveway.
- Private Subdivision Restriction Form
- Premise # from Ameren UE (if applicable)
- Map to property location
- \$25.00 Application and Processing Fee (Permit fee & escrow fee to be paid after processing.)