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)