

## **REQUIRED ITEMS FOR RESIDENTIAL PERMIT PACKAGE**

- **BUILDING PLANS – 2 SETS**
- **SCALED PLAT WITH BUILDING LOCATIONS AND SETBACKS**
- **RECEIPT OF PAID WATER AND SEWER TAP FEE**
- **FLOOD PLAIN ELEVATION CERTIFICATE**
- **COMPLETED RESIDENTIAL PERMIT APPLICATION**

## **REQUIRED ITEMS FOR COMMERCIAL PERMIT PACKAGE**

- **SITE PLAN – 4 SETS**
- **3 SETS OF BOUND BUILDING PLANS (containing Site, Civil, Building, Mechanical, Electrical, Plumbing, Fuel Gas, and Specification Books as needed) – 3 SETS**
- **RECEIPT OF PAID WATER AND SEWER TAP FEES**
- **COMPLETED ZONING COMPLIANCE APPLICATION**
- **COMPLETED BUILDING PERMIT APPLICATION**
- **COMPLETED SPECIAL INSPECTIONS PACKAGE**

**ALL FEES MUST BE PAID AT TIME OF SUBMITTAL**