

Building Permit Checklist

Yes	No	NA	
			1. Complete appropriate building permit application.
			2. List all work/and or structures being built (including fences, decks, patios, porches, driveway, sidewalk, signs, etc.
			3. Attach (4) copies of site plan (5 copies if commercial bldg. or residence resides in Historic District
			4. Plot plan needs to show all lot lines for entire property and dimensions.
			5. Plot plan needs to show distance from the new structure (s) to the front, rear and side property lines shall be shown in feet and effect on the public way and waterways.
			6. All structures on the property need to be shown including new ones. Size of each structure needs to be shown.
			7. The primary street at the bottom of the drawing
			8. Dimensions of all existing structures
			9. Dimensions of all proposed structures
			10. Setbacks of all structures
			11. Setbacks need to be measured from the closest point to the closest point
			12. Bump out structures or air conditioner/heat pump compressors shall not encroach into any setbacks.
			13. Note the following calculations on the site plan
			14. Total square footage of the lot
			15. Total impervious surface square footage and percentage (figures to include square footage of all existing and proposed structures.)
			16. If required, show limit of clearance/disturbance
			17. Show locations of any/all trees to be removed for construction of the structures
			18. If the lot, or part of the lot, is within the 100ft Critical Area buffer, show the buffer line on the lot
			19. If the lot, or part of the lot, is in the Floodplain A13 zone, site plan/survey will need to show floodplain elevations (s) for proposed structures (s). An elevation certificate is required.
			20. Attach (4) copies of building drawings (5 copies if commercial building or residence resides in Historic District)
			21. If a deck is to be constructed and not shown on primary building drawings, submit a separate set of drawings for deck.
			22. HOA Approval if required (Trinity Woods Reserve, Cool Springs)
			23. If in Historic District a list of material used must be supplied.
			24. Historic Significant Structure. (Date or estimated date existing structure was built if known
			25. Permit required for demolition

*Property owner must sign the building permit or provide a letter of authorization for the work being completed.

*Water and/or sewer connection fees must be paid before a permit can be issued.

*If required, applicant must apply for a county permit after receiving a town permit. After receiving a county permit, return entire packet to the Town Hall for final approval and sign off.

*Application will contain any further qualifications/conditions required and/or applicant will execute any other certifications required by the Town.

*This form fully filled out is part of the application process and must be submitted at the time of permit submission.

*For historic review/approval application must be received no later than three (3) days before the Historic District Commission monthly meeting. If in Historic District all work must comply to Historic Zoning Code.

Applicant's Signature

Date