



NEW RESIDENTIAL CONSTRUCTION PROCEDURES

ALL PROPERTY LINE PINS SHALL BE CLEARLY IDENTIFIED THROUGHOUT ALL PHASES OF CONSTRUCTION

NEW SFD SHALL BE APPLIED FOR AND SUBMITTED WITH THE FOLLOWING:

- Building Permit application
- Copy of your General Contractors License for Residential
- Copy of Affidavit for Superintendent/Builder on General Contractors License
- Copy of the business license
- Water Meter Receipt
- Sewer Tap Receipt
- Site and Erosion Control Plan
- Two sets of plans
- Check list signed
- Foundation form board survey
-
- For check payments, a separate check is to be provided for each applicable fee

The plumber may obtain their permit prior to the builder submitting their permit packet

FAILURE TO SUBMIT ANY OF THE ITEMS ABOVE WILL RESULT IN YOUR APPLICATION BEING REJECTED AND RETURNED. IT SHALL BE THE RESPONSIBILITY OF THE BUILDER, OR BUILDER'S REPRESENTATIVE, TO BE SURE ALL THE ITEMS LISTED ABOVE ARE TURNED IN. THE BUILDING DEPARTMENT WILL NOT HOLD APPLICATIONS/PLANS AND WAIT FOR REQUIRED DOCUMENTS AND/OR THE PLUMBING PERMIT APPLICATION TO BE SUBMITTED.

No work is to be done until the permit is issued.

All trade permits must be purchased before the rough inspection is called in to avoid double permit fees.

THE FOLLOWING IS REQUIRED PRIOR TO THE ISSUANCE OF THE C OF O:

- Final Survey submitted and approved – This is to be submitted to the Building Department for review **prior to final inspections being conducted.** If the Building Department receives a final inspection request without having a Final Survey on file, the inspection will not be performed
- All required final inspections are complete and have been approved
- Impact Fee is to be paid
- Site inspection is completed and approved
- Any Fence on site must also be permitted.

Please feel free to contact the Building Department with any questions: (770) 719-4062