Building Application Form Checklist

The building application form must be completely filled out. Use this checklist as a tool to ensure the application is finished completely and everything is submitted with the package. This will streamline the approval process.

1. Property Owner's Information:
   - _____ Name
   - _____ Mailing Address
   - _____ Phone Number
   - _____ Alternate Phone Number
   - _____ E-mail Address
2. Property Information:
   - _____ Address
   - _____ Parcel ID
   - _____ Zoning District
   - _____ Legal Description
   - _____ Lot Area
   - _____ Total Area of all Existing Structures
3. Contractor Information:
   - _____ Name
   - _____ Phone Number
4. Architect Information:
   - _____ Name
   - _____ Phone Number
5. Description of Proposed Work:
   - _____ Type of Construction checked: (New, Alteration, Addition, etc...)
   - _____ Type of Structure checked: (Residence - Single Family, Multiple Family, etc...)
   - _____ Foundation Dimensions
   - _____ Footing Depth
   - _____ Wall information identified: (Wood frame, Steel, etc...)
   - _____ Roof Overhang Dimension
   - _____ Area of Proposed Structure in Sq. Ft.
   - _____ Type of Sewer Required
   - _____ Sidewall Height
   - _____ Overall structure height
   - _____ Building Setbacks:
     - _____ Front
     - _____ Side Yard
     - _____ Side Yard
     - _____ Rear Yard
     - _____ From Existing Structure
6. _____ Sketch: Must show size of lot in feet, size and location of proposed structure on lot including measurements of structure and distances from all sides of lot to structure.
7. _____ Copy of the Surveyor Certificate