



Residential Permit Application Checklist

The following list of documentation is required before a permit will be issued for residential construction. **Incomplete forms will not be processed and will delay permit issuance.** Please return this form with all permit application submittals.

- _____ Completed building permit application
- _____ Contractor licensing documentation (state license card, business license, driver's license)
- _____ Completed trade permit application
- _____ Subcontractor licensing documentation (state license card, business license, driver's license)
- _____ GSWCC Level 1A certification (Blue Card)
- _____ One (1) copy of Tertiary Permit NOI (if applicable)
- _____ One (1) copy of NRCS **stamped approved** 3- phase Erosion Sediment Control plan (as applicable for tertiary permitting)
- _____ Two (2) sets of scaled construction drawings with dimensions (foundation plan and detail, floor plan of each level, elevations, and wall details) **1 copy on 8 ½" x 11" for file**
- _____ House location plan: scaled site survey with a scaled footprint of house and any other structure located on property, show building limitations, setback requirements
- _____ Temporary Power to House request form
- _____ Septic permit (if applicable)
- _____ Completed compliance letter
- _____ Recorded deed of property
- _____ Recorded plat of property
- _____ Proof of taxes paid on property

Project Address: _____

Applicant Name: _____

Received by: _____

Date: _____