



## 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: \_\_\_\_\_