

## CHECKLIST FOR RESIDENTIAL PERMIT APPLICATIONS

Owner/Applicant portions of form completed. (Owner = current property owner) APN and Address of jobsite furnished.

Zoning, flood zoning, and size of parcel completed, Elevation cert. in flood zones.

(Verify above information is accurate and agrees with Assessor screen.)

Project description must be clear. If accessory building, verify there is a permitted residence on lot. If in Historic District, certificate of appropriateness is required.

Required sewer/water will serves or equivalent septic/well documents attached, including perc tests if applicable. (If approved "chamber" system proposed, what model/size?) Verify any utility fees have been paid.

Taxes Current - Signed by Clerk/Treasurer Office

Owner/Builder: Sign required affidavit. Indicate *O/B* on plans and sign each.

or,

Contractor Applicant/Builder: Complete all info for all contractors. Must have licensed General, Electric, Plumbing & Mechanical contractors, minimum. Name, license numbers (state & county) and sign **all** plans.

Need **encroachment permit** to access county roads or state permit from NDOT to access highways.

WRID approval in Mason and Smith Valley. Historic district certificate if appropriate.

Required Plans: **Two complete hardcopy sets and one electronic set** to include fully dimensioned **site plan** with indication of **drainage** of property, property lines, location of all existing and proposed structures, well/septic, driveway; indicate any easements on property. **Building plans** to be neatly drawn (straight lines, true angles) in reasonable proportion providing detailed design from foundation through roof with all dimensions, door/window sizes & locations, structural info, including **stamped truss calcs** and any other engineering provided must bear original stamp. REScheck if not per 2018 IRC prescriptive requirements. Cannot accept plans prepared by out-of-state companies.

Plan review deposit required.