



## **CONTRACTOR - NEW MASTER RESIDENTIAL PERMIT APPLICATION CHECKLIST**

- Map Parcel Numbers from Real Estate Tax Receipt **OR** Recorded Deed to property
- County Road \_\_\_\_\_ New Entrance Required? ( )Yes ( )No
- Adding A Driveway – See Public Works Rm. 104 or call 636-797-5340
- Affidavit from owner if deed is not recorded in applicant/proposed owner's name
- Property located in a designated flood hazard area ( )Yes ( )No *(If yes, a flood development permit application may need to be submitted for approval)*
- Completed Building Permit Application & \$40.00 Initial Application Fee *(which will be deducted from final cost of permit when application is approved and ready for pickup)*
- A Master plan name for the home \_\_\_\_\_ *(ie, Alberta, Jupiter, #53, etc)*
- Four sets of complete Building Plans drawn to a standard scale no less than 1/4"=1'
  - Floor plan –*(door sizes, window sizes, room identification; all structural elements (including required wall bracing locations, lengths, and methods used) identified. )*
  - Foundation plan *(top view-base.floor plan w/beam size, column spacing, column footing size)*
  - Elevations *(front, sides, rear views-include the grade lines)*
  - Complete wall section *(should identify structural component sizes from roof through footing)*
  - Electrical plan *(where applicable)-(illustrate switches, outlets, fixtures, smoke detectors)*
- Four copies of Engineered Truss Specifications *(Roof Layout key and each truss diagram)*
- Four copies of Heat Loss Calculations *(Energy efficiency considerations, system size, percent glass etc.)*
- Two copies of Soil Report *(Seismic Design Category calculations, Soil site classification)*
- Two sets of complete site plans drawn to scale: *up to 1 acre can use scale -1"=10' to 1"=60' -- over 1 acre can use scale up to 1"=100'. (Must be in increments of 10 only)*
  - *Include location & dimensions of existing structures, distance from lot lines & between structures*
  - *Location & width of any easements and/or right of way*
  - *Location & dimension of the proposed structure; distance from property lines & existing structures*
- Three Soil Morphology Reports & Sewer Drawings sealed by registered & licensed on-site sewer designer-or - Existing Sewer System Verification (If Applicable.)
- One Recorded copy of the Form 40 *(< less than 2 acres)*

**Note: All applications and plans will go to plan review for further inspection of detail before approval will be granted for issuance. Other items or detail not designated above may be required.**

**Note: A Copy of Master Plans and supporting documentation must remain at jobsite throughout duration of construction project and for inspections. Any deviations from approved plans must be resubmitted as new Master Plan or an addendum (as approved by Building Official).**