



RESIDENTIAL PERMIT APPLICATION CHECKLIST

Applicant must provide all applicable documents to submit application for plan review

- 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 with all applicable Contractors (Mechanical, Electrical, Plumbing & Sewer) signed onto permit application plus an initial \$40.00 Application Fee *(this will be deducted from final cost of permit when application is approved & ready for pickup)*
PERMIT WILL NOT BE ISSUED WITHOUT YOUR APPLICABLE CONTRACTORS SIGNED ON!
- Two 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)*
- Two copies of Engineered Truss Specifications *(Roof Layout key and each truss diagram)*
- Two copies of Heat Loss Calculations *(Energy efficiency considerations, system size, percent glass etc.)*
- Two copies of Soil Test *(Compounds & Minerals) required*
- 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)*
- Consent to Inspection by Fire Protection District
Antonia, Desoto Rural, Eureka, High Ridge, Pacific, Rock Community, Saline Valley

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.

****Call 636-285-7078 (the 911 business office number) for your New Home Address**