



UTILITY BUILDING – GARAGE 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 & window sizes, all structural elements (Including Wall bracing lengths, locations, and methods) identified, post spacing header sizes, etc.)*
- Foundation plan *(top view – showing footing / foundation or pier locations and spacing)*
- 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, and service equipment.)*
- Two copies of Engineered Truss specifications *(roof framing layout key and each truss diagram (provided by the manufacturer.))*
- 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*

****Any walls over 12 ft. in height or over 60 ft. in length requires stamped engineer drawings***

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.