



RESIDENTIAL CONSTRUCTION CHECKLIST

PROJECT INFORMATION

Project Name:

Scope of Work:

DOCUMENT CHECKLIST

Copy of State Contractor License – if the homeowner will not be acting as the contractor, each contractor must provide a copy of his or her State contractor's license

Digital Set of Construction Drawings (PDF) – plans for residential construction are not required to be drawn by an engineer or architect, although it is highly recommended. Each plan set should indicate the proposed materials to be used, elevations for each side of the structure (unless the project is an interior remodel), and sufficient information for the plan reviewer to ensure code compliance

Digital Site Plan with accurate measurements indicated or digitally scaled – based on the property size, the City may request a site plan prepared by a registered design professional (land surveyor, architect, or engineer)

Completed Permit Application(s) – each permit application, based on the project's scope, shall be required to be reviewed, accepted, and permit issued before work may commence

Authorized Permit Agent Affidavit – only required when submitting a permit on behalf of a State licensed contractor

Ownership Verification – if the tax assessor's information does not match ownership information provided, a copy of the recorded deed shall be required if an owner is permitting a project as the contractor

Trade Permit Affidavit – if all trade contractors for a project are known, this form can be utilized to allow issuance of all necessary trade permits at the time of the building permit issuance

Trade Contractor Information – if the trade affidavit is not used, each trade must complete a separate trade permit application

Trade Contractor Verification Documents – if not using the trade affidavit, each individual trade permit application must be accompanied by a copy of the contractor's State license and a copy of his or her driver's license

Erosion Control Plans (if applicable) – if the project will disturb one (1) acre or more of land, erosion control plans are required; this plan can also serve as the digital site plan if required

For any questions regarding these requirements, or if there are any questions not addressed by this checklist, please contact the building official at bhanes@fdc-llc.com.