



APPLICATION CHECKLIST

MISCELLANEOUS

SUBMITTAL REQUIREMENTS

- Completed application
- Owner authorization letter if applicable
- Submittal fee ([see comprehensive fee schedule](#))
- Site Plan (3 sets)
 - o Lot lines
 - o Existing structures
 - o Size and location of proposed structure dimensioned from lot lines and between structures
- Construction Plan – Include the following as necessary based on the proposed work (3 sets)
 - o Floor Plan
 - o Foundation Plan
 - o Framing Plan
 - o Cross-section with structural framing details
 - o Energy Code Compliance
 - o Mechanical Plan
 - o Plumbing Plan
 - o Electrical Plan
- Structural Plan and calculations if applicable (2 sets)
- Contractors Business License
- Bond Exemption Certificate from the State Bond Compliance Officer (602) 716-6056
Required for contractors or homeowners with building projects over \$50,000.00 in value
- A separate wireless permit is required for all facilities (see [Wireless Communication Facilities Checklist](#))
6409(a) permit and building permit applications must be submitted simultaneously. Conditional Use Permits and Administrative Wireless Permits require approval prior to submitting the building permit application.

FOR OFFICIAL USE ONLY

Revision Date 12/11/2018

Permit No. _____

Date Received _____