



Building Submittal Checklist

Demolition

Included in this checklist are the **minimum standards** for department review.
 This checklist does not imply that the building permit will be approved if all items are present at the time of submittal.

Applications receive 15 days for initial review.

After your review fees have been paid, it may take 2 weeks or longer to be reviewed by all departments

SITE PLAN REQUIREMENTS

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Site Plan is drawn to scale – common engineering scale (maximum of 1" = 60')			
Title block, written and graphic scale, north arrow designating true north			
All items on Site Plan are labeled & identifiable <input type="checkbox"/> Legend/Key provided due to Plan not being labeled			
Property boundary(s) of the subject property(s), indicating front, rear and side lines; with dimensions <input type="checkbox"/> Secondary Site Plan submitted to show all property boundaries and dimensions (for large properties)			
Location and dimensions of any existing and proposed buildings/structures and retaining walls			
All existing and proposed buildings and structures (all sides), are measured (in feet) to the nearest lot line, road right-of-way, or platted right-of-way, whichever is closest to the eaves or projections from the building or structure (decks included). <input type="checkbox"/> Large property, boundaries not shown at scale/dimensions missing (secondary Site Plan required)			
SITE DEVELOPMENT – Building Submittal Site Plan Requirements			
Driveway must be shown from access road up to existing and proposed structure(s)			
Location of streams, lakes, irrigation ditches, gulches, springs, washes, wetlands, floodplains and/or other drainage conditions located on the parcel <input type="checkbox"/> None present on property			
ENVIRONMENTAL HEALTH – Building Submittal Site Plan Requirements <input type="checkbox"/> N/A – On Public Sanitation			
Location of proposed and/or existing water supplies on property (wells)			
Location and dimension of any existing or proposed On-site Wastewater Treatment System components (tanks, sewer lines, clean-outs, soil treatment area, trenches, etc.) <input type="checkbox"/> On public sanitation			