

GENERAL PERMIT ACCEPTANCE CHECKLIST

- Application – Are all sections completed and legible?
- Name printed, signature and date on sheet #2?
- All required regulated activities checked off?
- Proposed work/use description provided?
- Do check offs match work/use description?
- Any work/use description missing, per check offs?
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- If zoning permit is required, is use description detailed?
- If building permit is required, was construction cost estimate provided?
- Does proposed work/use require a site plan? (not required for reroofing, interior remodeling and electrical service upgrades)
- If site plan is required, is it to scale and does it provide adequate details?
- Are construction drawings required?
- Did applicant provide 2 set of site plans and 2 sets of construction drawings?