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?