



## General Permit Application Acceptance Checklist

- Are all sections of application completed and legible?
- Does page 2 have name printed, signed, and dated?
- Are all required regulated activities checked off?
- Is proposed work/use description provided?
- Do activities checkoffs match work/use description?
- Any work/use description missing, per checkoffs?
- Any checkoffs missing, per work/use description?
- If Zoning Permit is required, is use description detailed?
- If Building Permit is required, was estimated construction cost 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?
- Are 2 sets of site plans and 2 sets of construction drawings provided?