

## **Building Permit Checklist**

- Proof of Variance or Special Use (if required)
- Is it on a vacant lot, if so you cannot build
- Does the structure sit behind the primary residence?
- Does the proposed structure meet the setbacks?
- Has the project been checked against the ordinance such as fence specifics, etc?
- Does the property have a pipeline?
- Completed and Signed Permit Application (to include contractors certification number, mailing addresses, and phone numbers)
- Will any trees be impacted/ removed for this project?
- Complete building plans (to include wall section, window and door schedule etc.)
- Must be signed and sealed by a Licensed Architect or Structural Engineer if plans for a structure
- One copy of Survey of Property
- Site plan (with all setbacks, lot sizes, and building locations for construction shown)
- Erosion Control Plan or Letter from Stormwater EVERY PERMIT
- Culvert/Driveway Permit (if needed)
- Number of Acres and Zoning of Property PIN
- Name of Township where the property is located
- Driveways, will it be fully be taken out, if so they need a culvert.