

RESIDENTIAL SUBMITTAL COUNTER CHECKLIST

	Received	Date
1. Completed and signed building permit application	_____	_____
2. Three 11 x 17 site plans generally in conformance with sample	_____	_____
3. Septic system design approved by the TPCHD with soil logs <u>(All proposed building or site development activity must be approved by TPCHD prior to submittal)</u>	_____	_____
4. Completed and signed surface water application	_____	_____
5. Three sets of site plans showing infiltration system design drawings with calculations & location of septic system (if required)	_____	_____
6. Completed water availability letter/ *fire flow credit worksheet 1000 GPM required < 3600 sq. ft 1500 GPM required > 3600 sq. ft	_____	_____

* The Fire Flow Credit Worksheet included in this application packet **does not** need to be submitted at time of application. Review of your project by the Building and or Fire Department will determine if the Fire Flow Credit Worksheet is necessary. You will be notified in the event your project requires the Fire Flow Credit Worksheet.

7. 2 sets construction drawings w/engineering on plans	_____	_____
8. Lateral and gravity structural calculations (if required)	_____	_____
9. Energy forms	_____	_____
10. Residential plumbing/mechanical checklist	_____	_____
11. Copy of contractor's license	_____	_____
12. Critical Areas Checklist Report (if required)	_____	_____
13. Receipt for School Impact Fee paid to School Dist. (at time of issuance).	_____	_____
14. Building Plan Review and Surface Water Review fees are due at time of submittal. Remaining fees are payable at time of Permit issuance. Park Impact Fee: \$2,939, Traffic Impact Fee: \$1,162., Traffic Impact Admin. Fee: \$58.10, Building Permit Fee, Mechanical Permit Fee, Plumbing Permit Fee.		

Received by: _____

DATE: _____

Note: Missing information to be itemized for applicant. Application WILL NOT be accepted until a complete permit package has been received.