

SFR SUBMITTAL CHECKLIST

Received

1. **Building Permit Application** - Completed and signed _____
2. Two **11 x 17 site plans** generally in conformance with sample _____
3. Proof of **Sewer Connection** payment or **TPCHD Approval** _____
4. **Surface Water Application** - Completed and signed _____
5. Storm Water Pollution Prevention Plan: **Surface Water Minimum Requirements 1-5 Short Form** _____
6. Two sets of site plans & one electronic copy on CD or USB thumb drive showing stormwater system design drawings with calculations _____
7. **Water Availability Letter** _____
8. **Fire Flow Credit Worksheet***
1000 GPM required \leq 3600 total sq. ft
1750 GPM required $>$ 3600 total sq. ft
2000 GPM required $>$ 4800 total sq. ft
2250 GPM required $>$ 6200 total sq. ft
Over 7700 sq. ft check with the building department _____

* The Fire Flow Credit Worksheet included in this application packet **does not** need to be submitted at time of application if it does meet above requirements. (If building base has over 5000 sq. ft of livable area, sprinklers are required.)

7. 2 sets **Construction Drawings** w/engineering on plans **24 X 36** _____
8. 2 sets of Lateral and Gravity **Structural Calculations** _____
9. 2 sets of **Energy Forms** _____
10. Residential **Plumbing/Mechanical Checklist** _____
11. Copy of **Contractor's License** _____
13. *Receipt for **School Impact Fee**
(paid directly to School District)
*receipt to be provided before permit is issued _____
14. *If Required:*
Landscaping Plans _____
Design Review _____
Critical Areas Checklist _____

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

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Building Plan Review and Surface Water Review fees are due at time of submittal. Remaining fees are payable at time of Permit issuance.

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