

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 and minimum storm requirements 1 through 10	_____	_____
5. Two sets of site plans & one electronic copy on CD or USB thumb drive showing stormwater system design drawings with calculations & location of septic system (if required)	_____	_____
6. Completed water availability letter & fire flow credit worksheet* 1000 GPM required ≤ 3600 total sq. ft 1700 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	_____	_____
<p>* 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.)</p>		
7. 2 sets construction drawings w/engineering on plans 24 X 36	_____	_____
8. 2 sets of lateral and gravity structural calculations (if required)	_____	_____
9. 2 sets of 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 (\$3,500) (paid directly to School District) *receipt to be provided before permit is issued	_____	_____
14. Driveway Access Permit	_____	_____
<p>15. 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, Traffic Impact Fee, Traffic Impact Admin. Fee, Building Permit Fee, Mechanical Permit Fee and Plumbing Permit Fee.</p>		

Received by: _____

DATE: _____

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