

Application Checklist: Single Family Residential Permit – Single family Home, Duplex or Town Home (Base Plan)

What is a Single-Family Residential Permit Site Specific (Base Plan)?

This type of permit allows for the construction of a single-family home, duplex, or town home using a pre-approved design (Base Plan).

Please combine each of the following items into two PDF's and label them "Building Documents" and "Site Plan".

Minimum Submittal Requirements:

Electronic Documents	Required
FIRST UPLOAD (BUILDING DOCUMENTS):	
❖ Base Plan Worksheet	Yes
❖ Letter of Authorization	Project Dependent
❖ Site Specific Engineering Letter	Project Dependent
❖ Fire Flow Worksheet	Yes
❖ Water Letter	Project Dependent
❖ Septic As-built with Site Plan	Project Dependent
❖ Sewer Application	Project Dependent
❖ Building Application Form	Yes
SECOND UPLOAD (SITE PLAN):	
❖ Combination site and abbreviated drainage erosion control plan	Yes

Required electronic documents must be appropriately named and submitted **in order** as shown above to facilitate processing the electronic submittal.

Please Note:

- All requested documents must be typed or neatly printed in ink.
- All submitted documentation must be electronic (flash/thumb drive or CD) only.