



Residential Plan Review Checklist

Apply online via: www.mygovernmentonline.org (MY PERMIT NOW)

<input type="checkbox"/>	RESIDENTIAL BUILDING PERMIT APPLICATION – see forms page, upload to the online application via MY PERMIT NOW
<input type="checkbox"/>	1 Set of Building Plans (To Scale)
	<ul style="list-style-type: none">▪ 1 PDF Copy (uploaded to www.mygovernmentonline.org via the customer portal) <p><u>Including:</u></p> <ul style="list-style-type: none">▪ Plot plan with legal description, lot & block, subdivision, lot dimensions, setbacks/easements, and proposed impervious cover calculations▪ Floorplan & area schedules▪ Stamped engineered foundation plan with letter & post tension details▪ Framing▪ Engineered sheer wall/wind bracing plan▪ Exterior elevations & cross section detail▪ Electrical plan▪ Roof plan
<input type="checkbox"/>	Lighting Compliance Form (May be submitted later - prior to, or with the C.O. Request Form)
<input type="checkbox"/>	Energy Compliance Report
	<ul style="list-style-type: none">▪ ResCheck energy compliance report software can be accessed on www.energycodes.gov
<input type="checkbox"/>	Make sure your contractors are registered! (i.e. Mechanical, Electrical, Plumbing)

**For remodel, addition, or accessory structure permits, some items on checklist are not required. Contact Building Permit Technician should you have questions regarding required documents. **

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