

SUBMITTAL DOCUMENTS TO OBTAIN A RESIDENTIAL BUILDING PERMIT
(This list should serve as a checklist for permit applicant)

1. Completed building permit application (available on our website)
2. Two sets of complete building plans and specifications, including:
 - A. Floor plan
 - B. Exterior elevations (if changing)
 - C. Wall cross section (multiple if needed to illustrate engineered bearing points)
 - D. Sizes of framing members, posts, beams and direction of run
 - E. Manufactured truss design engineering certification on site at time of framing inspection.
 - F. Smoke detector locations
 - G. Copy of septic design or Certificate of Compliance of the existing system (this applies to all new homes or bedroom additions)
3. Survey or Site Plan showing location of house and driveway. Include a bluff line or shoreline determination if applicable.
4. Energy/Heat Loss calculations stating which energy code the structure is being built to, 7676 or 7670 Category I.
5. Plat approval from the Township for all newly created lots.
6. Variance approval from the Township (if applicable)
7. Conditional Use approval from the Township (if applicable)
8. Proof of state contractor license or state exemption
9. Grading and erosion control plan approval from the Engineer (if more than 50cyds of soil is disturbed or hauled in), at the discretion of the Township.