

Completeness Checklist

For 2021 House Bill 1003: A permit application is complete if submittal contains the following items. Otherwise, correction of incomplete items may be requested.

PERMIT APPLICATION # _____ :	Attached <input type="checkbox"/>	Verified <input type="checkbox"/>	N/A <input type="checkbox"/>	
1. Applicant name, address, and contact information	Incomplete	<input type="checkbox"/>	N/A <input type="checkbox"/>	
2. Construction Manager/General Contractor	Incomplete	<input type="checkbox"/>	N/A <input type="checkbox"/>	
3. Construction valuation	Incomplete	<input type="checkbox"/>	N/A <input type="checkbox"/>	
SITE PLAN*	Attached <input type="checkbox"/>	Verified <input type="checkbox"/>	N/A <input type="checkbox"/>	
1. Drawn to scale, includes a North arrow and legend	Incomplete	<input type="checkbox"/>	N/A <input type="checkbox"/>	
2. Lot size and dimensions	Incomplete	<input type="checkbox"/>	N/A <input type="checkbox"/>	
3. Setbacks and setbacks for overhangs	Incomplete	<input type="checkbox"/>	N/A <input type="checkbox"/>	
4. Easements	Incomplete	<input type="checkbox"/>	N/A <input type="checkbox"/>	
5. Property lines	Incomplete	<input type="checkbox"/>	N/A <input type="checkbox"/>	
6. Topo details, if slope of lot is more than 10%	Incomplete	<input type="checkbox"/>	N/A <input type="checkbox"/>	
7. Retaining walls	Incomplete	<input type="checkbox"/>	N/A <input type="checkbox"/>	
8. Hard surface areas	Incomplete	<input type="checkbox"/>	N/A <input type="checkbox"/>	
9. Curb and gutter elevations as indicated in subdivision document utilities, including water meter and sewer lateral location	Incomplete	<input type="checkbox"/>	N/A <input type="checkbox"/>	
10. Street names	Incomplete	<input type="checkbox"/>	N/A <input type="checkbox"/>	
11. Driveway locations	Incomplete	<input type="checkbox"/>	N/A <input type="checkbox"/>	
12. Location of nearest hydrant	Incomplete	<input type="checkbox"/>	N/A <input type="checkbox"/>	
WILDLAND URBAN INTERFACE (WUI) PLAN*	Attached <input type="checkbox"/>	Verified <input type="checkbox"/>	N/A <input type="checkbox"/>	
1. Defensible space provisions	Incomplete	<input type="checkbox"/>	N/A <input type="checkbox"/>	
2. Elevations	Incomplete	<input type="checkbox"/>	N/A <input type="checkbox"/>	
CONSTRUCTION PLANS*	Attached <input type="checkbox"/>	Verified <input type="checkbox"/>	N/A <input type="checkbox"/>	
1. Survey	Incomplete	<input type="checkbox"/>	N/A <input type="checkbox"/>	
2. Landscape plans	Incomplete	<input type="checkbox"/>	N/A <input type="checkbox"/>	
3. Floor plans for each level	Incomplete	<input type="checkbox"/>	N/A <input type="checkbox"/>	
4. Location and size of doors and windows	Incomplete	<input type="checkbox"/>	N/A <input type="checkbox"/>	
5. Elevations, applies to new construction and additions	Incomplete	<input type="checkbox"/>	N/A <input type="checkbox"/>	
6. Footing and foundation details	Incomplete	<input type="checkbox"/>	N/A <input type="checkbox"/>	
7. Structural and framing details	Incomplete	<input type="checkbox"/>	N/A <input type="checkbox"/>	
8. Electrical design details	Incomplete	<input type="checkbox"/>	N/A <input type="checkbox"/>	
9. Mechanical design details	Incomplete	<input type="checkbox"/>	N/A <input type="checkbox"/>	
10. Plumbing design details	Incomplete	<input type="checkbox"/>	N/A <input type="checkbox"/>	
ENERGY CODE* design documents (ie. REScheck)	Attached <input type="checkbox"/>	Verified <input type="checkbox"/>	Incomplete <input type="checkbox"/>	N/A <input type="checkbox"/>
STRUCTURAL CALCULATIONS* (defer trusses)	Attached <input type="checkbox"/>	Verified <input type="checkbox"/>	Incomplete <input type="checkbox"/>	N/A <input type="checkbox"/>
GEOTECHNICAL REPORT* including slope stability evaluation and retaining wall design if slope of lot is more than 15% (ok to defer if 15% or less)	Attached <input type="checkbox"/>	Verified <input type="checkbox"/>	Incomplete <input type="checkbox"/>	N/A <input type="checkbox"/>

*These items shall be stamped/signed as required per IBC 107 and IRC 106