

PERMIT CHECK OFF LIST

START DATE:

NAME:

ADDRESS:

CITY:

STATE:

APN #:

COUNTY:

Permit check off list: check off the applicable items as they are completed (all items may not be needed)

NOT DONE

Research local building codes and regulations: Start by finding out the specific requirements and regulations for obtaining a building permit in your local area. This information can usually be found on the website of your city or county's building department. Determine if the permit application can be submitted digitally or with physical plans submission.

NOT DONE

Determine the type of permit you need: Different permits may be required depending on the scope of your project. Determine whether you need a new construction permit, a renovation permit, or any other specific permits based on your project plans.

NOT DONE

Prepare necessary documentation: Gather all the required documentation for your permit application. This may include architectural plans, engineering drawings, site plans, surveys, and any other relevant documents. Make sure these documents meet the specific requirements set by your local building department.

NOT DONE

Complete permit application: Fill out the permit application form accurately and completely. Provide all the necessary information, including project details, property information, contractor information (if applicable), and any other required details. Double-check for any additional forms or documents that may be needed.

NOT DONE

Submit the application: Submit your completed permit application along with the required documentation to the appropriate department. This is typically the building department or the planning and zoning department of your city or county.

NOT DONE

Pay the permit fees: Most building permits require a fee. Calculate the permit fees based on the scope of your project and make the necessary payment. The payment method and accepted forms of payment will vary depending on your local building department.

NOT DONE

Wait for review and approval: Once your application is submitted, it will go through a review process. This may involve checking compliance with building codes, zoning regulations, and other relevant factors. The review process timeline can vary, so be prepared for potential waiting periods.

NOT DONE

Address any required changes: If any changes or modifications are requested by the building department during the review process, make the necessary adjustments to your plans or provide additional information as requested.

NOT DONE

Receive the building permit: Once your application is approved, you will be issued a building permit. This permit will include specific details and conditions related to your project. Make sure to review it thoroughly and understand any requirements or restrictions.

NOT DONE

Post the permit: Display the building permit prominently at the construction site as required by your local building department. This serves as proof that you have obtained the necessary permits and are authorized to proceed with the construction.

Documents potentially needed by the home owner to have and/or to be submitted to the county to get the permit:

NOT DONE

County building documents for building in your area - need to get from county building office

NOT DONE

Architectural Review Board (Arb) documents (only if your land is governed by such an agency)

NOT DONE

Covenants Codes & Restriction (CCR) documents - usually given to new owner at time of closing the land purchase

NOT DONE

House plans (engineered) & approved by ARB if there is one involved.

NOT DONE

Site plan - illustrating total land use

NOT DONE

Grading Plan - illustrating how the land will be cut up (graded) - usually done by a civil engineer

NOT DONE

Soils report - for structural and septic system needs (only if required by county)

NOT DONE

Perk & Mantle Report - for septic system installation

NOT DONE

Solar plan - currently only California is requiring

NOT DONE

Fire Sprinkler plan (interior system)- currently only California is requiring in all counties and Washington state in some counties

NOT DONE

Stormwater drainage plan - potentially required in areas with heavy rain or snow.

NOT DONE

Wildlife management pan - required in some areas were animals roam.

NOT DONE

Wetlands management plan - potentially required in areas with heavy rain or snow.

Remember, this checklist is a general guide. It's important to consult with your local building department for specific requirements and regulations that may apply to your area.

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