

CHECKLIST OF REQUIRED DOCUMENTS TO DEEM APPLICATION COMPLETE. PLEASE CHECK OFF THE DOCUMENTS BEING SUBMITTED AND UPLOAD THE CHECKLIST

Building - Residential Carport/Trellis/Pergola

Plan Reviews: Building Review, Environmental Review, Planning Review, Public Works Review, Structural Review, Urban Forestry Group Review

Inspections: Beams, Building Final, Columns, Foundation, Framing, Notice Of Commencement - Certificate, Planning Final, Rough (In-Progress), Slab

Drawings: 1 Set of Digitally or Electronically signed and sealed drawings - See [Online Permitting Resource Center](#) for instructions.

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Site survey
- Architectural plans
- Structural Plans
- Electrical plans
- Plumbing plans
- Tree survey
- Site Plan (with property lines, grade elevation as per survey, height of fence and gates, and lineal feet per section, i.e. front, rear, sides). Details and dimensions of equipment, including screening if applicable
- Survey: Electronic version of original signed & sealed, dated no more than one year from date of submittal. Survey must provide: BFE, and grade elevation in NGVD or NAVD values, per Section 114-1 of the City Code. (If no sidewalk exists, provide the elevation of the crown of the road) if applicable
- Detailed dimensions of structure and section showing the height from B.F.E. and grade when located within a required yard or setback area, or measured to highest point of structure from main roof line (if located on roof)

Supporting Documents:

- Structural Calculations
- Tree Disposition
- Tree Protection Plan
- Approved Tree Permit (if applicable)
- Drainage Calculations Report (if applicable)
- Percolation Test Report (if applicable)
- Declaration of Restrictive Covenant (if applicable)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Line of Sight Study of equipment mounted on the roof. Equipment should be in an area that screens it from view at street level. The study should start at the

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centerline of the sidewalk (located across the street, each street for corner
properties). Draw a line measured from 6' above the sidewalk connecting to a
point in the parapet.