

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

Building - Residential Chickee Huts

Plan Reviews: Building Review, Electrical Review, Fire Review, Plumbing Review, Planning Review, Structural Review

Inspections: Building Final, Plumbing Rough, Plumbing Final, Electrical Rough, Electrical Final, Fire Final, Planning Final

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
- If a concrete slab or pavers are installed for the flooring in lieu of wood, Structural plans must be submitted with a permit.
- If the Wood Structure includes any type of Sawn Lumber or Trusses, Structural calculations must be submitted with a permit.
- Plumbing Plans
- Electrical plans
- Site plan
- Tree survey
- Site Plan (with setbacks- existing and proposed, property lines, lot dimensions, grade elevation as per survey). Site plan shall also include all proposed structures such as fences/walls, accessory buildings, pool, decks, walkways, mechanical equipment, railings, etc. as may be required
- 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

Supporting Documents:

- 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
- Detailed and dimensioned section including height measured from Grade