INSPECTION DEPARTMENT
RESIDENTIAL SINGLE OR TWO-FAMILY
ADDITION CHECKLIST

☐ Building Plans – 1 set done in ¼ scale
☐ Drainage Plans – with elevations
☐ Plot plan – with distances to lot lines, other buildings, septic, well, etc.
☐ Contractors certification card – copy
☐ Contractor qualifier number
☐ Signature on permit
☐ Proper Fees
☐ Receipt Number __________

If construction will occur outside sanitary district:
☐ Sanitary permit (if needed) – Copy of hard card and first page of application

If construction will occur inside an airport zone:
☐ Airport Zone Permit

If Self Built
☐ Cautionary Statement