



RESIDENTIAL MISCELLANEOUS CHECKLIST

RESIDENTIAL MISCELLANEOUS PERMIT

A residential miscellaneous permit covers construction such as fences, retaining walls, awnings, canopies attached to the structure, and other miscellaneous construction items outside of a building.

This type of permit does not result in a Certificate of Occupancy or grant approval for a new tenant.

Other Submittal Requirements for Building Permits

A copy of the contractor's current registration. The plan review fee is due at time of application and the remainder when the permit is issued.

General Information Needed to Fill in the Online Application

- A. Project title
- B. Proposed Project Description
- C. Current Property Owner
- D. Does the property have historic designation
- E. Parcel Area Total square feet
- F. Total Impervious area existing and proposed
- G. Total Hard surfaces area existing and proposed
- H. Project Valuation
- I. Is this property within FEMA flood zone
- J. Primary Contact Name, Phone, Address, and Email Address
- K. Who will perform the work
- L. Contractor UBI number – if a contractor is used.

Submittals

- Plans
- Structural Calculations
- Site Plan
- C-SWPPP – (Construction stormwater pollution prevention plan) as needed
- Drainage Design Report – as needed