

**OFFICE PROCEDURE AT COUNTER  
WHEN ACCEPTING PERMIT APPLICATION**

**1. Permit Application must be completed:**

**2. Permit to be accompanied with:**

**A. Plans**

- 1. Foundation Plan**
- 2. Framing Plan**
- 3. Section & Details**
- 4. Elevations (4)**
- 5. Window Schedule**
- 6. Energy Calculations (where applicable)**

**3. Liability Insurance / Workers Compensation**

**4. Require Construction Supervisors License & Home Improvement Contractors (H.I.C) Registration when applicable with a copy of Drivers License**

**5. All licensing for Plumbing and Electrical to be photocopied with a copy of picture license.**

**6. State Code: 30 Day review Period**

**7. Department Sign Offs**