



## REMODEL & OUT/ACCESSORY BUILDING CHECKLIST

- 1 APPLICATION
- 2 PAYMENT OF FEES
- 3 SET BACK AND HEIGHT REQUIREMENT MET (FOR OUT/ACCESSORY BUILDING)
- 4 INSPECTIONS NEEDED (ELECTRICAL, PLUMBING, MECHANICAL, FLATWORK, SOLAR)
- 5 TWO COPIES OF PLOT PLAN & TWO COPIES OF BUILDING PLANS
- 6 TWO FULL SETS OF BUILDING PLANS, INCLUDING AN ENGINEERED FOUNDATION PLAN (IF CHANGES ARE TO BE MADE TO FOUNDATION) **\*\*ACCESSORY BUILDING FOUNDATIONS DO NOT HAVE TO BE ENGINEERED**
- 7 CONTRACTOR REGISTRATION FORM
- 8 PLOT PLAN AND/OR BUILDING PLANS TO INSPECTOR IF APPLICABLE

FEE PAID \_\_\_\_\_ DATE \_\_\_\_\_

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