



**REMODEL & OUT/ACCESSORY BUILDING CHECKLIST**

- 1 APPLICATION
- 2 PAYMENT OF FEES
- 3 SET BACK AND HEIGHT REQUIREMENT MET
- 4 INSPECTIONS NEEDED (ELECTRICAL, PLUMBING AND MECHANICAL)
- 5 TWO COPIES OF PLOT PLAN
- 6 TWO FULL SETS OF BUILDING PLANS, INCLUDING AN ENGINEERED FOUNDATION PLAN
- 7 CONTRACTOR REGISTRATION FORM
- 8 PLOT PLAN AND/OR BUILDING PLANS TO INSPECTOR IF APPLICABLE

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