

ADDITIONAL INSTRUCTIONS TO APPLICANT:

- 1.) **FAXED APPLICATION & PLANS WILL NOT BE ACCEPTED.**
- 2.) Attach two (2) complete sets of all plans and specifications.
- 3.) Submit one electronic version (flash drive/disc) of all architectural plans signed & sealed.
(If applicable)
- 4.) For projects that are to be heated or cooled, a REScheck report is required. REScheck software may be downloaded from: <https://www.energycodes.gov/rescheck>
- 5.) For projects involving electrical, electrical plans must be submitted.
- 6.) For projects involving plumbing, plumbing drawings must be submitted.
- 7.) For projects involving mechanical (HVAC) work, mechanical drawings must be submitted.

DO NOT WRITE BELOW THIS LINE, FOR OFFICE USE ONLY

TYPE OF STRUCTURE _____

USE (Accessory/Principal) _____

Approximate Size: _____ wide x _____ long x _____ high

Construction Type: _____ **ICC Use Group** _____

Foundation Type: _____

REMARKS: _____

Permit Fee: _____ **Approved:** _____

(signature)

(date)

Fee Calculation: