

Please use the list provided below as a reference when uploading required documentation for a permit application that requires a review by Growth Management. Requirements are based on the project's scope and details of work, not ALL documents may be required.

Note: If you must rename a file that contains a digital signature, please right-click on the file while viewing in a folder, and select "Rename", do NOT "Save as" and rename as this will jeopardize the verified signature. Also, if you must re-submit a document, please use the original file name the file was uploaded with initially. If the document is a revision, type "Revision" into the "Description" field on the uploads page of the permit portal.

PLEASE FOLLOW THE EXACT FILE NAMING CONVENTION PROVIDED FOR THE FOLLOWING DOCUMENTS:

Site Plan:

- Show all Easements and Restrictions
- Show street name, lot dimensions, setback dimensions & north arrow.
- Show all protected trees (18" diameter or larger) size and type & indicate which are to remain and which will be removed. Or note on site plant "No Protected Trees On-Site).
- Label all structures as existing or proposed
- Show Limits of Clearing
- Show sediment and erosion control barriers.

File name: SP-SPDwgs.pdf

Owner's Affidavit: Must be signed and notarized. If you are submitting your application materials electronically then this should be electronically notarized. Owner's Affidavit Form.

File name: AS-OwnersAff.pdf

Title/Deed:

File name: AS-Title.pdf

Bill of Sale: This is

File name: AS-BillofSale.pdf

Soundness Affidavit: This is

File name: AS-SoundnessAff.pdf

Inspection Checklist: This is

File name: AS-InspectionChecklist.pdf

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Foundation Plans:

File name: S-FoundationPlan.pdf

Load Bearing Capacity of Soil:

File name: R-Load Bearing Capacity of Soil.pdf

Mobile Home Permit Worksheet:

File name: AS-MobileHomePermitWksht.pdf

Mobile Home Installer's Authorization:

File name: AS-MhInstallerAuth.PDF

Contractor Record of Acknowledgement Form:

File name: AS-ContrRcdAck.pdf

Notice of Commencement: Required if the cost of work to be completed is over \$2,500. Not required for initial submittal but is required prior to the permit being ISSUED. Notice of Commencement Form.

File name: AS-Notice of Commencement.pdf