



Checklist for Permit Application

- Town permit/paperwork (if property is located in Brookview, Church Creek, East New Market, Eldorado, Galestown or Vienna)
- Site plan (showing all existing structures, driveway, well, septic, etc. and where proposed project is to be located including dimensions and setbacks, etc.). If property is in a recorded subdivision or if there is an available survey, use those resources to draw site plan. If site plan is *larger* than 11” x 17”, please provide 5 copies for each permit application you’re submitting.
- Mobile/Manufactured Homes
 - 2 copies – footer & floor plans
 - Letter stating manufactured home has minimum 4/12 pitch roof, permanent foundation, brick walls or lap or other conventional type of residential siding and shingle or other conventional type of residential roof.
- 2 sets - Building Plans including the R values (insulation) and U values (energy) for windows and doors, if applicable. (Be sure to include all current IECC/IRC/IBC information on plans. U values may be submitted separately.)
- 2 copies - Manual J (loads and calculations for HVACR installation, obtained from HVACR contractor)
- 2 copies – Manual D (non-residential)

- Other _____

- Other _____