



RESIDENTIAL ACCESSORY STRUCTURE CHECKLIST:

Review will not begin until all of the requirements have been supplied; please expect 7-10 business days (minimum) for review.

Each category below must have at least one checkmark and the packet must include the required documents to accept the application packet for review. You may submit this application packet via e-mail or in person.

Zoning

- Zoning Permit Application
 - Application has attached one plot plan.
- Local Jurisdiction Approval and Plot Plan **Please attach the approved documents.*

Address

- Existing Address: _____
- Copy of Deed (*If recently purchased.*) **Please attach the document.*

Residential Building Application

→ *Does NOT include Electrical, Mechanical, or Plumbing*

- Application is filled out completely and attached to this packet.
 - Poured Wall Construction:* Application has attached one set of plans.
 - Post-Frame Construction:* Application has attached one set of plans and...
Accessory Building Specifications Sheet.

Residential Soil Erosion and Sedimentation Control Application

- Application is filled out completely and attached to this packet.
 - Application has attached one set of SESC plans.
- Exemption Requirements:*
 - Earth change is less than 225 sq. ft. and not within 500 ft. of a lake, stream, or drain.
 - Earth change will be stabilized within twenty-four (24) hours.
- Waiver Requirements:*
 - Earth change is less than 225 sq. ft. but is within 500 ft. of a lake, stream, or drain.

Building permit fees are determined by a valuation based on Building Valuation Data compiled by I.C.C. Building Standards once the application packet has been approved and is in the system following review.