



# NEW CONSTRUCTION CHECKLIST

*Applicant to Complete*

## New Construction Requirements

1.	Two complete sets of plans, except residential?	Yes	No
2.	Is the site platted?	Yes	No
3.	Is the site sub-divided?	Yes	No
4.	Are utilities available?	Yes	No
5.	Is "Off-street parking" plan provided?	Yes	No
6.	Is landscaping plan provided?	Yes	No
7.	Are required public walks provided?	Yes	No
8.	Are engineered plans signed?	Yes	No
9.	Have all applicable drainage fees been paid?	Yes	No

## Technical Requirements

1.	Are architectural plans provided?	Yes	No
2.	Is site plan provided?	Yes	No
3.	Is foundation plan provided?	Yes	No
4.	Is electrical diagram provided?	Yes	No
5.	Is load analysis provided?	Yes	No
6.	Is HVAC diagram provided?	Yes	No
7.	Is plumbing riser plan provided?	Yes	No
8.	Is framing plan provided?	Yes	No
9.	Are technical specs provided?	Yes	No

### B101 Permit Fees

Total Valuation	Fee
\$1000.00 and less	No Fee, unless inspection require, in which case a \$15.00 fee for each inspection shall be charged
\$1001.00 to \$ 50,000.00	\$15.00 for the first \$1,000.00 plus \$5.00 for each additional thousand or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$260.00 for the first \$50,000.00 plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$460.00 for the first \$100,000.00 plus #3.00 for each additional thousand or fraction thereof, to and including \$500,000.00
\$500,001.00 and up	\$1660.00 for the first \$500,000.00 plus \$2.00 for each additional thousand or fraction thereof.

### B102 Moving Fee

For the moving of any building or structure, the fee shall be \$100.00

### B103 Demolition Fee

For the Demolition of any building or structures, the fee shall be:

First Story	\$50.00
Each Additional Story	\$25.00

### B104 Penalties

Where work for which a permit is required by this code is started or proceeded prior to obtaining said permit, the fees herein specified shall be doubled, but the payment of such double fee shall not relieve any persons from fully complying with the requirements of this Code in the execution of the work nor from any other penalties prescribed herein.

### Plan Checking Fees

When the valuation of the proposed construction exceeds \$1,000.00 and a plan is required to be submitted by 103.2, a plan-checking fee shall be paid to the Building Official at the time of submitting plans and specifications for checking. Said plan-checking fee shall be equal to one-half of the building permit fee as set forth in 103.7.4, except that a residential plan check fee of \$25.00 shall be required. Such plan checking fee is in addition to the building fee.