



Building Permit Checklist

Needed for all Permits:

- Contractors' license (required for all projects with a contract value of greater than \$25,000. Contractors must have license for amount of value of the proposal)
- Certificate of Insurance (Liability and Workers Compensation) with the City of Forest Hills listed as additional insured.
- HOA letter of support if applicable
- Permit Application
- Signed Construction Activity Policy
- Construction Sign Policy Signed

Land Disturbance

Tree Survey and Tree Coverage Ratio

Grading and Drainage plans

Erosion Prevention and Sediment Control Plan

Storm Water Pollution and Protection Plan- *see section 14-505 Storm Water Ordinance. (>10,000 sq feet)*

Interior Renovation

All applicable construction plans

Square footage of living space being altered

Impervious Surface Addition

Site Plan

Erosion and Sediment Control Plan

Completion of Coverage Ratio Chart

Additions and accessory structures

Construction Plans

Site Plan

Erosion Prevention and Sediment Control Plan

Square footage of living space being added/altered

Completion of Coverage Ratio Chart

New Construction

Construction Plans

Site Plan

Landscaping Plan

Tree Survey

Storm Water Pollution and Protection Plan- *see section 14-505 Storm Water Ordinance.*

Erosion Prevention and Sediment Control Plan

Square footage of living space including garage and storage area (excluding unfinished attic and crawl space)

Completion of Coverage Ratio Chart

CONSTRUCTION & SITE PLANS DEFINED

Construction Plans

Foundation

Floor Framing Plan

Roof Framing Plan

Cross Wall Section

Floor Plan (with dimensions)

Exterior Elevations

Front elevations (from average natural grade)

Site (plot) Plan

Appropriate Setbacks

Easements

Existing and Proposed Structures

Staging and Ingress/Egress Plan

providing for off-street parking for all contractor vehicles