



## **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*



	<b>Bulk Standard</b>	<b>Allowable Sq Footage</b>	<b>Current Sq Footage</b>	<b>Current Percentage</b>	<b>Proposed Sq Footage</b>	<b>Proposed Percentage</b>
<b>Zoning Type</b>						
<b>Impervious Surface Ratio</b>						
<b>Max Building Coverage</b>						