Building Department Check List for Builders and Home-Owners

- Use the original Boundary survey, with bearings and distances, as the basis for the site plan; include Name of land surveyor and date of survey.

- Provide a scaled drawing, such as 1" = 30'; include north arrow

- Clearly show adjacent property owners, indicating both names and tax lot numbers.

- Clearly indicate edge of pavement on street and width of right of way. Show existing water, storm, sanitary and other utilities structures, in front of the building lot.

- Name, tax lot number, telephone number and street address of applicant.

- Name, address, phone number, signature and seal of professional preparing map.

- Show existing 2-ft. topography with spot elevations, as necessary.

- Show proposed improvements; i.e. building, driveway, utilities, etc.

- Show changes to topography with spot elevations.

- Show proposed utility connections; i.e. water, sewer, electric and gas.

- For driveway, show length, slope and grading across driveway. (Maximum grade in the public right of way (usually 10' from curbing) is limited to 2%).

- Provide vertical curve beginning at property line into private property for transition to driveway grade.

- Provide "level" landing area, outside garage, at least 30' in depth, with turnaround area, at maximum slope = 4%.

- Show soil erosion control details, including wheel cleanout at public road and fabric filter/hay bales barriers;

- Add note to site plan that the 4 corners of the property will be marked with ¾" iron pipe (by a licensed land surveyor), prior to a (certificate of occupancy) CO being issued.

- Show rear deck/patio and front door pedestrian access, with grades

- Locate down spouts from roof leaders. Discharge must be 2' away from residence and discharge down-gradient away from residence.

- Do not allow water to discharge on driveway or run across uncontrolled over the driveway surface.

- No trees larger than 5" diameter are allowed to be cut or removed **without prior inspection and approval** from the Building Inspector.