

# ENGINEERING DEPARTMENT CHECKLIST

## Minor Building Permits

### Residential sheds, additions, or decks

Date: \_\_\_\_\_ Permit # \_\_\_\_\_

Project Name: \_\_\_\_\_ Site Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Engineer/Designer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**1. FEES:**

- \_\_\_\_\_ *Review fee* - \$50, if < 250 SF site area no charge,
- \_\_\_\_\_ *Stormwater Permit fee* – \$150 over 5,000 SF site area

**2. DOCUMENTS:**

- \_\_\_\_\_ Copy of applied for Building Permit Application Form
- \_\_\_\_\_ Complete Critical Area Application
- \_\_\_\_\_ Approval Routing Check List (yellow)
- \_\_\_\_\_ One (1) copy of Building Plans
- \_\_\_\_\_ Four (4) copies of Site plans w/ Zoning approval

**3. SITE PLAN:** Must have the following information:

- \_\_\_\_\_ Property information: address, lot and block, zoning, owner name
- \_\_\_\_\_ Legend, scale, north arrow, property lines;
- \_\_\_\_\_ Wetland line, mean high water line or bulkhead
- \_\_\_\_\_ Drainage direction arrows
- \_\_\_\_\_ Location of existing and proposed structures
- \_\_\_\_\_ Utilities including any easements or ROW's;
- \_\_\_\_\_ Limit of grading/disturbance;
- All impervious surfaces shown and tabulated such as building, sidewalks, driveways, sheds, utilities etc. (Impervious surface is area where water does not drain into the ground below)

**Total Site Area (SA)** \_\_\_\_\_ **Limit of Disturbance (LOD)** \_\_\_\_\_

	Existing	Proposed
○ House/building	_____ SF	_____ SF
○ Shed	_____ SF	_____ SF
○ Driveway/parking	_____ SF	_____ SF
○ Water Meter/Utilities	_____ SF	_____ SF
○ Pool	_____ SF	_____ SF
○ Sidewalk	_____ SF	_____ SF
○ Misc. _____	_____ SF	_____ SF
○ <b>Total Impervious (TI)</b>	<b>_____ SF</b>	<b>_____ SF</b>

**(TI) divided by (SA) =**

**Percent Impervious** \_\_\_\_\_ % \_\_\_\_\_ %

- Existing landscaping with required planting area to meet 15% of site square footage minimum.  
**(SA) X 15% = \_\_\_\_\_ = Plantable area must be provided**
- Containment along property line; retainer wall, berm or swale, as well as along street to contain stone and mulch from sidewalk.