



DEPARTMENT OF COMMUNITY DEVELOPMENT

San Juan County Department of Community Development
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Staff will review the checklist and provide a determination of completeness/incompleteness. If the application is deemed complete for intake, the fee will be determined and you will be advised of the amount due, which will need to be submitted prior to officially accepting the application and having it entered into the system for review.

BUILDING APPLICATION INTAKE CHECKLIST

(To be completed by DCD staff upon intake.)

All items on the checklist must be included unless waived by the Building Official, Environmental Health Manager, Planning Manager, or Department Director. Waivers must be requested/decided and in place prior to submittal. Reviewer to select one checkbox for all elements except 9, which must include all that apply.

YES	NO	WAIVED	Element (These elements must be submitted with the permit application.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	1. Application, signed and including Valuation (with Agent Authorization Form if applicant is not property owner) If Owner/Contractor, declaration on page 2 of application signed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	2. Water <input type="checkbox"/> Approved Certificate of Water Availability; (attach approved Health Department Water Certificate); OR <input type="checkbox"/> Water Availability Application, under review by the Health Department (attach a copy of your date-stamped application, or receipt); OR <input type="checkbox"/> Structure/project has/requires no potable water
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	3. Septic/Sewer <input type="checkbox"/> Approved Septic Design for _____ Bedrooms; OR <input type="checkbox"/> public sewer with letter of availability; OR <input type="checkbox"/> Septic Design Application under review by Health (attach approved or pending design, or public sewer verification; OR <input type="checkbox"/> structure is not plumbed; OR <input type="checkbox"/> If plumbed, current septic inspection on file, dated _____; OR <input type="checkbox"/> no plumbing, additional bedrooms, or commercial kitchen proposed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	4. Stormwater Pollution Prevention Plan <input type="checkbox"/> Impervious Surfaces Worksheet (except internal remodel only) Plan Level based on worksheet results: <input type="checkbox"/> Simple (Minimum 2); OR <input type="checkbox"/> Small; OR <input type="checkbox"/> Large
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	5. Address <input type="checkbox"/> Application for GIS; OR <input type="checkbox"/> Proof of submittal to GIS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	6. Access Permit <input type="checkbox"/> attached; OR <input type="checkbox"/> verification of permitted driveway from PW; OR <input type="checkbox"/> access to private road
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	7. Energy Form indicating project size, credits, and/or calculations. <input type="checkbox"/> attached; OR <input type="checkbox"/> no conditioned space.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	8. Site Plan and Site Plan Requirements Checklist (except when doing internal remodeling only) Three copies of site plan; one at 11X17 or smaller, drawn to a standard engineering scale.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	9. Construction Plans 2 complete plan sets, compliant with the 2015 IBC or IRC, site and building specific, to standard architectural scale, with title block, North Arrow on ea pg, page _ of _ , and sized no larger than 24" X 36" including the following: <input type="checkbox"/> Site Section <input type="checkbox"/> Foundation Plan <input type="checkbox"/> Floor Plan with all rooms labeled <input type="checkbox"/> Roof Framing Plan, incl. gravity load and headers <input type="checkbox"/> Engineering/ Civil Drawings (comm. only) <input type="checkbox"/> Building Section <input type="checkbox"/> N,S,E,W Elevations <input type="checkbox"/> Floor Framing Plan unless manufactured home) <input type="checkbox"/> Landscape/Parking Plans (commercial only). For new manufactured homes or commercial coaches, include <input type="checkbox"/> 1 copy of the floor plan & <input type="checkbox"/> 2 copies of the installation manual. <input type="checkbox"/> Used, provide model year _____. Pre-June 1976 requires an L&I
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	10. Fee payment based on adopted fee schedule. (Fee calculator to determine the PLAN REVIEW fee amount available at: sanjuanco.com/504) (Fees double if permit is a result of an enforcement action.)

FOR DCD USE ONLY

This Application Is Deemed: **Complete** **Incomplete** By: _____
Printed Name

INTAKE NOTES: _____

Intake Staff Signature: _____ Date: _____

Amount Paid: _____ Receipt Number: 00