

Required Documents:

The following documents are required for a complete application. Missing documentation may result in delays in approval or a rejection of an application due to insufficient information. **All plans and documents listed below must be submitted electronically along with the signed and completed application form.**

- Completed Building Permit Application Form
- A copy of this requirement list showing confirmation of the documents submitted by checking the box next to each requirement
- Application fee (**Note:** you will receive a notice for payment from Planning, once your application has been processed by the Permit Clerk)
- Letter of authorization from the property owner authorizing an agent to act on their behalf for the proposed development (**Note:** This is not required if the property owner has signed the application form).
- Current copy of Certificate(s) of Title (issued not more than 30 days from the application date)
- Site Plan (scaled in metric) including:
 - Property Address
 - Property lines
 - Outline of the house and other buildings on the parcel
 - Distance from house to side property lines
 - Location and outline of solar collector on roof
- Elevations (scaled in metric), including:
 - Property Address
 - Side view and front view showing:
 - Solar panels and changes proposed to roof and exterior of the house
 - Windows, doors and projections located on the changed side
 - Distance from grade to the lowest part of the solar collector

Advisory Notes

Should your property be located outside the Ten-Minute Emergency Response Map, alterations to your construction design may be necessary. Please visit the Building Permit webpage to view this map.