

## 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 through the online portal.**

- Application fee (**Note:** you will be notified via email of outstanding fees with payment details)
- Letter of authorization from the property owner authorizing an agent to act on their behalf for the proposed business (**Note:** This is not required if the property owner is the applicant).
- 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 [Property Information Viewer webpage](#) to view this map. (Note: you will need to view the Property Information Viewer and check off "Building Code Ten Minute Response Time" to view this information).