

NEW CONSTRUCTION SIGN-OFF

AS BUILTS ARE REQUIRED TO BE SUBMITTED TO THE BUILDING OFFICIAL ON FOUNDATION INSPECTIONS

This list is for informational purposes only, it in no way, constitutes approval from each or all of the persons listed below preliminary building permit checklist. This Document, along with all the necessary signatures must accompany two (2) sets of Plans, along with the Plot Plan in order to receive a Building Permit. To be completed by the Applicant.

Name, Address, & Phone Number of Applicant:

Location of Property: _____ Map#: _____

Name of Subdivision (if applicable): _____ Lot#: _____

Official, Board or Department Contacted	Date	Signature	Comments
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1. City Engineer			
2. Board of Health			
3. Conservation			
4. Highway Dept.			
5. Fire Dept. Smoke detector locations & location for fill & vent of oil tank.			
6. Electrical Dept.			
7. Planning Dept.			
8. Municipal Grounds			
9. Plumbing Inspector			