**\*APPLICATION WILL NOT BE ACCEPTED IF MISSING ANY OF FOLLOWING:**

**On the Permit Application Itself**

* Signed and Dated
* Res Check Calculation Filled In

**EMAIL : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(For Inspection Reports)

* Setbacks Filled In
* Subs and Licenses
* Project Cost

**Driveway Permit**

* Copy of Issued Permit
* **OR** application in Towns of Clifton, Hammond,

Oak Grove, Richmond, OR THE Village of Baldwin

**Sanitary Permit** \*not our job to get a copy to your file!

* Copy of Issued Permit

**Land Use Permit** \*not our job to get a copy to your file!

*Please check one:*

* Copy of Issued Permit from Pierce County **OR**
* Copy of Issued Permit from River Falls, **OR**
* Copy of Issued Permit fromEllsworth EZT, **OR**
* Copy of Issued Permit from St. Croix County if near water , **OR**
* Not Needed because property is in St. Croix County and not near a lake, river, or drainage easement, **OR**
* Not needed because property is in the Village of Elmwood, **OR**
* Not needed because property is in the City of Prescott, **OR**
* Not needed because property is in the Village of Spring Valley, **OR**
* Not needed because property is in the Village of Baldwin

**Plans**

* 2 Copies of manufacturers’ home “packet”
* Anchoring detail worksheet, including manufacturer’s specs if required
* **OR** Basement plans
* Deck plans or existing stair plans

**ResCheck Paperwork for basement \*must have both**

* UDC 2009 or Heating Equipment Sizing Summary

AND

* IECC 2009

**Site Plans**

* Site Plan Drawing (Site Plan Checklist)
* Certified Survey Plan may be required (get from County)

**Erosion Control Plan**

* Erosion control plan showing where dirt is going be put and controlled, **OR**
* Indicated on site plan

**Note: We do not “HOLD” Incomplete Applications**