



## **BUILDING PERMIT APPLICATION REQUIRED SUBMITTALS**

(Last Updated 4/1/2010)

Items requiring completion before the issuance of a complete new single-family residential building permit (including all required plans, information and applicable details):

These items need to be submitted prior to Plan Review:

1. Building Permit Checklist (and all items listed therein)
2. Completed Structural Permit Application
3. Completed Plumbing Permit Application
4. Completed Mechanical Permit Application
5. Signed Moisture Content Acknowledgement Form
6. Signed High-Efficiency Interior Lighting Systems Form
7. Signed Rain Screen Acknowledgement Form
8. Plan Review Fee (65% of the estimated permit fee. More information regarding fees can be located on the City's website at [www.DundeeCity.org](http://www.DundeeCity.org))

These items need to be submitted prior to, or at, permit issuance:

9. Type A Permit Application (if applicable)
10. Type A Permit Bond
11. Utility Account Application Card
12. Information Notice to Property Owners About Construction Responsibilities
13. Business License Application (if one has not already been issued to you for the calendar year work is being started)