

Plan Submittal Reference Sheet

All permit application submittals should include a [submittal form](#) as a cover sheet – failure to provide one may delay the plan review/permit issuance process.

	# of copies of construction documents	# of copies of calcs/specs	Supplemental Forms/Checklists to be submitted with (applicable) applications
RESIDENTIAL			
New Single Family Dwelling	3	2	<ul style="list-style-type: none"> ○ New Single Family Dwelling Packet
Residential Accessory Dwelling Unit (ADU)	3	2	<ul style="list-style-type: none"> ○ Energy and Additional Measures ○ Exterior Envelope ○ High Efficiency Lighting ○ Moisture Content for Wood Framing ○ Public Utility Service Application ○ Water Service Application ○ Water/Sewer Service Application
Residential Solar Install	2	2	<ul style="list-style-type: none"> ○ Prescriptive Solar Checklist
Residential Structural Addition	3	2	<ul style="list-style-type: none"> ○ Energy and Additional Measures ○ Exterior Envelope ○ High Efficiency Lighting ○ Moisture Content for Wood Framing
Residential Structural Alteration	2	2	<ul style="list-style-type: none"> ○ Energy and Additional Measures
New Manufactured Dwelling	3	2	<ul style="list-style-type: none"> ○ New Manufactured Dwelling Packet
Manufactured Dwelling Addition/Alteration	3	2	<ul style="list-style-type: none"> ○ Energy and Additional Measures ○ Exterior Envelope ○ High Efficiency Lighting ○ Moisture Content for Wood Framing
COMMERCIAL			
New Commercial/Industrial Building	4	2	<ul style="list-style-type: none"> ○ New Commercial/Industrial Building Packet ○ COM Check
Commercial Structural Addition	4	2	<ul style="list-style-type: none"> ○ Accessibility to Existing Buildings ○ Special Inspection and Testing Agreement
Commercial Tenant Improvement	3	2	<ul style="list-style-type: none"> ○ Accessibility to Existing Buildings ○ Special Inspection and Testing Agreement
Commercial Re-Roof	2	2	<ul style="list-style-type: none"> ○ Commercial Re-Roof Checklist
New Commercial Multifamily	4	2	<ul style="list-style-type: none"> ○ New Multi-Family Building Packet ○ COM Check
New Commercial Mechanical	2	2	<ul style="list-style-type: none"> ○ COM Check
Commercial Mechanical Replacement	2	2	<ul style="list-style-type: none"> ○ COM Check
Commercial Fire Sprinkler/Alarm	3	2	
Alteration or Modification to Existing Fire Sprinkler/Alarm	2	2	<ul style="list-style-type: none"> ○ Affidavit for Fire Sprinkler (0-10 heads) ○ Affidavit for Fire Alarm System (0-5 appliances)
Underground Fire Line	3	2	
Residential/Commercial Electrical	Apply through Marion County		<ul style="list-style-type: none"> ○ Marion County Electrical Permit
Residential/Commercial Plumbing	Apply through Marion County		<ul style="list-style-type: none"> ○ Marion County Plumbing Permit
REVISIONS TO PERMIT	Refer to original submittal		<ul style="list-style-type: none"> ○ Submittal Form