

City of North Oaks
Residential Building Permit Submittal Checklist

- Completed and signed building permit application.

- Lot survey/site plan (2 copies)

- Complete, final working drawings (2 copies)

- Energy code compliance calculations **and** ventilation information.

- Grading plan with cut and fill analysis.
 - Not required if excavation is less than 10 cubic yards
 - In shoreland area, movement of more than 50 yards requires a Shoreland Permit

- Completed Floor Area Ratio worksheet.
Required for expansion of all floor areas except decks

- ISTS compliance certificate
Required for addition of bedrooms, pools, accessory structures or additions resulting in increased lot coverage in shoreland

- ISTS design (3 copies) and separate ISTS permit application
Required for new buildings (without sanitary sewer), alterations adding sleeping rooms, and non-compliant shoreland systems

Allow 5-10 business days for review after receipt of all submittals. Review time may be reduced, or extended, dependent on completeness and accuracy of documents submitted.

Permit applications will not be accepted until all required submittals are received.