

CHECKLIST FOR BUILDING PERMIT

1. Complete all sections (4) pages application for Plan Review and Building Permit including Site/Plot Plan.
2. Complete Sub-Contractors list. License required for Franklin County Business License. NO EXCEPTIONS. When in question, staff will check Business License Number from Printout in office.
3. Need two (2) sets of Blueprints/Plan with all pertinent information and clarity. MUST BE LEGIBLE!
 - a. Foundation plan with footing/ foundation/piers etc.
 - b. Framing plan with girders; joist including sizes; spacing and spans. Also show supports and type/size.
 - c. Floor plans with room dimensions and designation bedroom, bathroom, kitchen,etc.
 - d. Roof framing, including ceiling joist/rafters. Spaces; sizes; spans.
 - e. Pre-engineered items floor trusses; roof trusses; beams to show type; span; anchoring details.
 - f. (1) All rooms created in basement required to have wall finish applied and complete prior to Certificate of Occupancy.
4. Provide completed Encroachment Applicant forms for County and/or State Roads where curbs and gutters are not in place.
5. Provide a copy of proof of Workers Compensation insurance or Affidavit (notarized) with each application.
6. Indicate whether structure is to be on CRAWL, SPACE, BASEMENT, or SLAB CONSTRUCTION.
7. A copy of the Approved Building Permit Placard along with an approved set of plans to be on site for any inspections.
8. Provide Sign with Street Name and House Number at all times for construction identification.