

Building Plan Review Application Checklist

This checklist is of common reasons plans are not approved upon the initial submittal and is not all inclusive. Refer to the Health Officer Regulations for Sewage Collection and Disposal for the application requirements.

- The application is complete, indicates the type of work, the type of structure, and the number of bedrooms, if applicable.
- Proof that the existing septic system is an approved sewage disposal system (septic system construction permit or other written evidence) is provided with the application.
- A written evaluation report from a qualified professional indicating the septic system is properly functioning and is sufficient to accommodate the peak daily sewage flow is provided with the application.
- Four copies of the floor plan of the structure are provided (Environmental Health will keep one copy upon approval).
- The floor plan is drawn to scale of not less than 1 inch equals 20 feet.
- The floor plan is a minimum of 8 ½ inches x 11 inches in size.
- The floor plan shows the layout of all rooms on each floor of the structure and each room is clearly labeled as to type.
- The floor plan includes the name and signature of the person who prepared the plan.
- Four copies of the plot plan are provided (Environmental Health will keep one copy upon approval).
- The plot plan is drawn to scale of not less than 1 inch equals 20 feet (for large parcels provide a sheet showing the area of the scope of work drawn to this scale).
- The plot plan is a minimum of 8 ½ inches x 11 inches in size.
- The plot plan includes location map, indicating the location of the lot with respect to abutting lots and the nearest public road.
- The plot plan shows the lot boundaries and dimensions.
- The name of the lot owner and address and Assessor's Parcel Number of the lot is on the plot plan.
- A north arrow and plan scale are on the plot plan.
- The plot plan shows the locations of any and all existing and proposed buildings and other structures on the lot.
- The plot plan shows the locations of any and all sewage disposal systems, reserve areas, and designated sewage disposal areas.
- No part of a new structure is within the footprint of an approved sewage disposal system or any applicable setback from an approved sewage disposal system (10 feet from septic tank, 10 feet from disposal field, 5 feet from transport lines).
- No part of a new structure is within a reserve area or within 10 feet of a reserve area.
- No part of a new structure is within a disposal field or within 10 feet of a disposal field.