



FOR APPLICANT REFERENCE ONLY, STAFF WILL COMPLETE CHECKLIST AT INTAKE.

Intake Initials Date	Map & Tax Lot: _____ and/or Address: _____	Permit #: Express <input type="checkbox"/> Typical Plan Review <input type="checkbox"/>
N/A NEED OK	<input type="checkbox"/> ROOF-MOUNTED PLAN REVIEW REQUIREMENTS	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2 Complete Sets of Plans- Photocopy or Blueprint (no pencil, ink, highlighting, or white out)	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	If Engineered: Provide Architect/Engineer Design <input type="checkbox"/> Calculations (Seismic/Wind, Snow and Uplift) <input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Solar Water <input type="checkbox"/> Photovoltaic <input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Roof framing plan: <input type="checkbox"/> Framing Members Identified <input type="checkbox"/> Truss/Rafter Spacing <input type="checkbox"/> Span	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Roof plan, showing: <input type="checkbox"/> Location of Solar Array w/Dimensions <input type="checkbox"/> Roof Features: ridges, valleys, chimneys, skylights, etc. <input type="checkbox"/> Type of Roof Covering <input type="checkbox"/> Fire Fighter Pathways	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Size of PV System, KVA: _____ KVA	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Racking and Attachment: Manufacturer's Spec. Sheet <input type="checkbox"/> Attachment Locations/Spacing <input type="checkbox"/> Weight <input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Water tanks: Location <input type="checkbox"/> Size (capacity) <input type="checkbox"/> Floor framing (if applicable) <input type="checkbox"/> Joist Size and Spacing <input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Electric Circuits Added: <input type="checkbox"/> Number of circuits _____ <input type="checkbox"/> New Service <input type="checkbox"/> Relocate Service <input type="checkbox"/>	
N/A NEED OK	<input type="checkbox"/> POLE-MOUNTED REQUIREMENTS	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Site Plan printed on a minimum size 11" x 17" paper	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Property Lines with Dimensions <input type="checkbox"/> North Arrow <input type="checkbox"/> Scale <input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Adjacent Streets & Alleys <input type="checkbox"/> Sidewalks <input type="checkbox"/> Easements (Public or Private) <input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Site Elevations at Lot Corners <input type="checkbox"/> Site Contours (2' Increments for Steep Lots) <input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Structures and Setbacks: Existing <input type="checkbox"/> Proposed <input type="checkbox"/> Distances to Adjacent Structures <input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Structural Details <input type="checkbox"/> Footing Details <input type="checkbox"/> Engineering Design/Calculations <input type="checkbox"/> Elevations <input type="checkbox"/> Connections/Mounting <input type="checkbox"/>	
	Additional Comments:	