

Application Checklist: Accessory Buildings – Garage or Carport

Project Address: _____

DRAWINGS REQUIRED (Please check off all items being submitted)

Example plans on website

- 2 Sets of Plans – 24" x 36" standard size, drawn at ¼" = 1'- 0" unless noted otherwise (graph or lined paper not accepted)
- Site Plan (scale not less than 1/8" = 1'- 0 include project data)
- Floor Plans (all floors)
- Cross-Section (include all construction assembly information)
- Exterior Elevations (each side of the building)
- Structural Plans (as required)
- Rock Pit Plans (for roof rainwater drainage if not connected to civic storm drains)

DOCUMENTS REQUIRED

- Completed Application Form
- Owner's Authorization of Agent Form (if applicable)
- Proof of Ownership (if acquired within the last 3 months)
- Hazardous Materials Testing and Abatement Form (for removal of existing conditions)
- Letters of Assurance - Schedule B's from certified professionals (if applicable)
- Arbourist Report (if applicable when protecting large or specimen trees)
- Truss Layout (include engineered beams and point loads, submit prior to framing)