

Application Checklist: Foundations Only

Project Address: _____

DRAWINGS REQUIRED (Please check off all items being submitted)

- 2 sets of plans – 24" x 36" standard size, drawn at 1/4" = 1'-0" unless noted otherwise (graph or lined paper not accepted)
- Site Plan (scale not less than 1/8" = 1'-0 where applicable)
- Driveway Plan (Engineering requirement scale not less than 1/4" = 1'-0)
- Structural Plans (as required)
- Civil Engineering Plans (as applicable to placement within foundation)
- Traffic Management Plan (during construction)
- Signed Sealed Excavation and shoring Plans (if applicable)
- Site Servicing Plan (for engineering review)

DOCUMENTS REQUIRED

- Completed Application Form
- Owner's Authorization of Agent Form (if applicable)
- Proof of Ownership (if acquired within the last 3 months)
- Letters of Assurance – Schedules A and B from certified professionals (if applicable)
- Arbourist Report (if applicable when protecting large or specimen trees)
- Geotechnical Report – site soil conditions and recommendations (if applicable)
- Construction Fire Safety Plan (for larger projects)