

Submittal Requirements	New Construction residential	New Construction Commercial	Alteration/Remodel w/addition res	Alteration/Remodel w/addition Comm	Interior only Alteration residential	Interior only Alteration commercial	Demo Only	Repair
Cover sheet w/index	√ □	√ □	√ □	√ □	√ □	√ □	√ □	
Approvals	√ □	√ □	√ □	√ □		√ □		
Scope of work	√ □	√ □	√ □	√ □	√ □	√ □		
Signed HOA Policy form	√ □	√ □	√ □	√ □	√ □	√ □	√ □	√ □
Signed Zoning Compliance form	√ □	√ □	√ □	√ □	√ □	√ □	√ □	√ □
Zoning Summary Sheet	√ □	√ □	√ □	√ □			√ □	
Survey with date and stamp and steep slopes	√ □	√ □	√ □	√ □				
Site Plan	√ □	√ □	√ □	√ □			√ □	
Plat		√ □		√ □	√ □ (condo)	√ □		√ □
RDS checklist/sign off	√ □		√ □					
Demo calculations	√ □	√ □	√ □	√ □			√ □	
Floor Plans: existing	√ □	√ □	√ □	√ □	√ □	√ □	√ □	√ □
Floor Plans: Proposed	√ □	√ □	√ □	√ □	√ □	√ □	√ □	√ □
Floor Area calculations including subgrade	√ □	√ □	√ □				√ □	
Net leasable drawings: existing and proposed		√ □		√ □		√ □		
Height information	√ □	√ □	√ □	√ □				