

To Be Submitted With Or Prior To Construction Plans

Building Permit Check List



Building Location: _____
 Owners Name: _____
 Phone Number: _____ Date: _____

NOTICE TO OWNERS/AGENTS OR BUILDING PERMIT APPLICANTS

The city of Berlin regulates building construction through its Inspection division. In order that construction proceeds sequentially and to minimize future problems with code violations, the following information is requested with the permit application. You are provided a check list of items which are subject to inspection and approval prior to occupancy of the premises and you must indicate the person/company who will be doing the work and when it is contemplated to be done. Any item not contemplated to be completed by the time of final inspection must be identified and made known to the building inspector at this time.

You will be requested to sign this document acknowledging that you know and agree that all of the listed improvements must be approved prior to the occupancy of the premises. The owner/agent hereby certifies to the correction of the information provided and assumes the burden of correcting information if changes are made, by giving notice to the Inspection division. The person signing this document also certifies that he/she agrees to be responsible for each work item subject to inspection and upon which they have worked.

<u>Date to Start</u>	<u>Work Item</u>	<u>Contractors Name, Address & License Number</u>	<i>The following Items are required for New Home Construction</i>
_____	Excavation	_____	<ul style="list-style-type: none"> • Erosion control plan • Plot plan • Foundation plan w/beam sizes & footings • Floor plan including door & window sizes • 4 side elevations • Cross section of wall • Electrical layout • Energy calculations • Truss plans to be provided at time of inspection • Special construction details if any
_____	Footings	_____	
_____	Foundation Walls	_____	
_____	Drain Tile	_____	
_____	Framing	_____	
_____	Insulation	_____	
_____	Roofing	_____	
_____	Concrete	_____	
_____	Grading	_____	
_____	Electrical	_____	
_____	Plumbing	_____	
_____	HVAC	_____	
_____	Final	_____	

NOTE: Contractors must be licensed contractors according to local and state regulations. Builders need license (state). Plumbers need license (state). Electricians need license (city). Heating contractors need to be registered (state).

Comments:

Signature _____