



Building Department CHECKLIST FOR ACCESSIBLE ROUTE PERMITS

Pre-Approval required by:

Planning Department

Engineering Department, if commercial

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number, pin number, and DPCR #
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Architect/Engineer's information
- Commercial/Residential
- Note the type of material being used
- Valuation
- Notarized Contractor/owner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Site plan showing the location of the accessible route.
- Plans signed and sealed by a licensed Architect/Engineer. (Plans shall be no larger than 24" x 36" unless approved by a supervisor prior to submittal and are securely stapled and coincide with one another.) or digitally stamped signed and sealed plans. Please separate the plans by trade using pdf format. Ex. (1) file for Structural, (1) for Electrical, (1) file for Mechanical, (1) file for Plumbing. See our website for online submittals.
- Dimensions: width, length, slope of path and if path is curbed shall be indicated on the plans.
- Recorded Notice of Commencement for work valued at \$2500 or more. (NOC must be submitted to the Building Department prior to scheduling the first inspection.)
- ****If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing owners name from the property appraiser's website must be submitted, along with an Owner Builder Affidavit.**
- Debris Affidavit

NOTES:

- If located in a special flood hazard area (SFHA), the application is subject to review for flood regulations.
- Fire Department review may be required – If required, the permit packet will simultaneously be reviewed by the Fire Department – additional fees will be charged by Fire Department and paid directly to the Fire Department.

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.