

MADISON CITY PLAN COMMISSION

Building Permit Checklist

Submittal Date: _____

Applicant Name: _____

Applicant Address: _____

Applicant Phone #: Home: _____ Cell: _____

Project Address: _____

Please check as applies to your project:

Residential	_____	Commercial	_____		
New	_____	House	_____	Accessory Bldg.	_____
Signage	_____	Addition	_____	Remodel	_____
Remodel	_____	Interior	_____	Exterior	_____

Construction Cost _____

For commercial projects (if applicable) – Construction Design Release as issued by the Dept. of Homeland Security – Building Division. (Submit to Plan Commission office with this checklist)

Attach to this application a complete list of **all** contractors on this project. In accordance with Ordinance 2008-25 all contractors **must** be registered with the City of Madison and provide this office with current Certificate of Liability insurance. This includes the general contractor & all subcontractors.

One page for each of the following to be submitted on minimum paper size of 24-in. x 18-in.

- _____ Site Plan (setbacks from **all four** property lines & utility locates)
- _____ Elevations
- _____ Footer or Foundation Plan
- _____ Framing Plan
- _____ Electrical Plan
- _____ Plumbing Plan
- _____ HVAC Plan

The following to be completed by Plan Commission:

- _____ Zoning (Provided by Plan Commission office)
- _____ Sewer or septic (If septic, need Jefferson Co. Health Dept. approval)
- _____ Contractor registration & insurance verified

Reviewed By: _____
(Building Inspector)

Approval Date: _____

Notes:

