

Application Checklist: Foundations Only

Project Address: _____

DRAWINGS REQUIRED (Please check off all items being submitted)

- ☐ Construction Drawings – with Engineer’s stamp affixed (if applicable)
- ☐ 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)



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