

New Dwelling Permit Application and Submittal Process

The below items must be completed in this order. When submitting the new dwelling application, all documents are required to be turned in at the same time. When you are ready to submit, contact me to schedule a time to meet or simply email me all the documents.

Prior to starting the new dwelling application, items 1, 2, and 3 must be completed.

1. Sanitary Permit
 - a) Provide a copy of the issued sanitary permit, issued by the County. If an existing system exists, a copy of the original permit can be obtained by the County.
2. Driveway Permit
 - a) Provide a copy of the issued driveway permit from the township. If a permit is not required, a copy of a letter stating a driveway permit is not required from the Municipality. If there is an existing driveway in place, then a permit is not needed.
3. Land Use Permit
 - a) Provide a copy of the approved land use permit from the appropriate municipality.
4. Building permit Application
 - a) Once items 1,2, and 3 are complete, file a dwelling application thru the State's database. I have a link on my website that can be used. melstrominspections.com
5. Once the application is completed, please contact me to notify me an application has been submitted. In addition to the application the following documents will need to be provided with items 1-3 above.
 - a) A Site plan of the project site/building lot including all adjacent property lines, setbacks, location of the home and any accessory buildings, if applicable.
 - b) Erosion control plan
 - c) A signed cautionary statement.
 - d) Res Check with heat calculations and energy certificate.
 - e) 2 hard copies or 1 pdf of the home plans. The home plans must include:
 - i. A floor plan that has:
 1. Size and location of all rooms, doors, window, structural features, exit passageways, and stairs.
 2. Use of each room
 3. Location of plumbing fixtures, chimneys, heating/cooling appliances, and a heating distribution layout.
 4. Location and construction details of wall bracing on each building side and each floor level.
 - ii. An elevations page that shows:
 1. The exterior appearance of the building.
 2. Exterior materials and methods
 3. Location, size, and configuration of all doors, windows, roof, chimneys, exterior grade, footings, and foundation walls.
 - f) If you are installing a manufactured/modular home:
 - i. Items a, b, and c above will need to be submitted
 - ii. 2 hard copies or 1 pdf of the home plans.
 - iii. A plan/overview that indicates the method for footings and the placement of the manufactured home. Provide a directional arrow.

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