

BUILDING PERMIT CHECKLIST

This checklist must be completed before making application for a City of Whitewater Zoning/Building Permit. If not complete, the application will be returned to the owner and will not proceed until all information and forms are complete.

Drawings must be legible and drawn to scale not less than 1/4" per foot unless noted.

Address of Project \_\_\_\_\_  
Zoning of Property \_\_\_\_\_

1. Site Plan, including the location and dimensions of all buildings, parking, loading, vehicle and pedestrian circulation, signs, walls, fences, other structures, outdoor storage areas, mechanicals, and dumpsters. Adjacent streets and uses and methods for screening parking, loading, storage, mechanical, and dumpster areas should be shown. Statistics on lot area, green space percentage, and housing density should be provided. The Plan Commission encourages compliance with its adopted parking lot curbing policy.
2. Natural Features Inventory Map, showing the existing limits of all water bodies, wetlands, floodplains, existing trees with trunks more than 4 inches in diameter, and any other exceptional natural resource features on all or part of the site.
3. Landscape Plan, prepared by a professional, and showing an overhead view of all proposed landscaping and existing landscaping to remain. The species, size at time of planting, and mature size should be indicated for all plantings. Areas to be left in green space should be clearly delineated. The Plan Commission encourages compliance with its adopted landscaping guidelines, available from the Zoning Department.
4. Grading and drainage plan, meeting the City's stormwater management ordinance if required. The plan should show existing and proposed surface elevations on the site at two foot intervals or less, and proposed stormwater management improvements, such as detention/retention facilities where required. Stormwater calculations may be required.
5. Utilities plan, showing locations and sizes of existing and proposed connections to sanitary sewer, water, and storm sewer lines, along with required easements. Sampling manholes may be required for sanitary sewer. The City's noise ordinance must be met.
6. Building elevations, showing the dimensions, colors, and materials used on all sides of the building. The Plan Commission encourages variety and creativity in building colors and architectural styles, while respecting the character of the surrounding neighborhood.

7. Sign plan, meeting the City's sign ordinance, and showing the location, height, dimensions, color, materials, lighting and copy area of all signage.
  
8. Lighting plan, meeting the City's lighting ordinance, and showing the location, height, type, orientation, and power of all proposed outdoor lighting--both on poles and on buildings. Cut sheets and photometric plans may be required for larger projects.
  
9. Floor plan which shows:
  - A. The size and locations of:
    - 1) Rooms;
    - 2) Doors;
    - 3) Windows;
    - 4) Structural features - size, height and thickness of wood, concrete and/or masonry construction;
    - 5) Exit passageways (hallways) and stairs (including all stair dimensions - riser height, tread width, stair width, headroom and handrail heights);
    - 6) Plumbing fixtures (bathroom, kitchen, etc.) - lavatory, water closet, water heater, softener, etc.;
    - 7) Chimney(s) - include also the type of construction (masonry or factory built);
    - 8) Heating equipment;
    - 9) Cooling equipment (central air conditioning, if provided);
    - 10) Attic and crawl space access; and
    - 11) Fire separation between dwelling and garage.
    - 12) Electrical service entrance/transformer location.
  
10. **Elevation drawings which show:**
  - A. Information on exterior appearance (wood, stone, brick, block, colors);
  - B. Indicate the location, size and configuration of doors, windows, roof chimneys and exterior grade level.
  - C. Indicate color of Trim\_\_\_\_\_, Siding\_\_\_\_\_, Roofing\_\_\_\_\_
  - D. Electrical service entrance/transformer location.
  
11. **Type of Project:**
  - A. Single family;
  - B. Duplex;
  - C. Multifamily # units\_\_\_\_\_
    - Condominium # units\_\_\_\_\_
    - Sorority # units\_\_\_\_\_
    - Fraternity # units\_\_\_\_\_
  - D. Office/Store;
  - E. Industrial;
  - F. Parking lot # of stalls\_\_\_\_\_
  - G. Other;

12. License/Contractor  
Architect \_\_\_\_\_ Registration# \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_

Builder \_\_\_\_\_ Phone \_\_\_\_\_ Est. Cost \_\_\_\_\_

Electrical \_\_\_\_\_

Fire Protection \_\_\_\_\_

Heating \_\_\_\_\_

Plumbing \_\_\_\_\_

Parking \_\_\_\_\_

Landscaping \_\_\_\_\_

Total value of complete project \$ \_\_\_\_\_

Owners Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Work \_\_\_\_\_ Variance Needed \_\_\_\_\_

Home \_\_\_\_\_ Conditional Use Needed \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_