

IMPORTANT READ FIRST

BOTH COVER PAGES

THIS CHECK LIST MUST BE COMPLETED OR YOUR APPLICATION PACKET WILL BE DETERMINED INCOMPLETE WILL NOT BE PROCESSED

THE FOLLOWING ITEMS MUST BE CHECKED OFF FOR A BUILDING APPLICATION TO BE COMPLETE WHEN TURNED IN IN THE EVENT ALL THE ITEMS ARE NOT CHECKED AND SUPPLIED YOUR APPLICATION WILL BE DETERMINED INCOMPLETE AND WILL NOT BE PROCESSED UNTIL IT IS COMPLETE.

The only waver to this list is by way of the Code Enforcement Officer if not applicable.

- ___ **The original application is to be filled out signed and dated with every question answered on the front only except for the tax map number and zone then returned to the village office with the following:**
 - ___ **The construction inspection check list: Fill in only your name, address, starting date, sign and date at the bottom do not check any items that is for the Code Officer during construction.**
 - ___ **Either supply a copy of the contractors proof of workman's compensation insurance or if you are doing the work yourself wait and sign the notarized part in front of the Village clerk.**
 - ___ **For new construction, additions, alterations, all commercial construction or alterations, new homes, accessory structures, storage buildings, garages, pole barns, swimming pools, decks, etc. You must supply the following:**
 - ___ **A. 1 complete copy of a survey on your property with a stamp. Site plan showing set backs from all property lines for all sheds, garages, additions, decks etc..**
 - ___ **B. 1 copy of your deed for a legal description.**
 - ___ **C. 2 complete sets of detailed building plans stamped by an architect or structural engineer check with Code Enforcement Officer which one may be required.**
 - ___ **D. 2 complete sets of site plans stamped by Engineer for foundation, drainage type of materials, swales etc., location of utilities, finish floor elevations, elevations of all four sides of the structure.**
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ZONING APPLICATIONS WILL REQUIRE DIFFERENT INFORMATION WHICH WILL BE PROVIDED BY THE CODE ENFORCEMENT OFFICER