

Plan Routing Sheet

General Information – All fields MUST be completed for submittal

Date	Process/Permit Number	Historic (Y/N)
Job Address:		
Contact Name:		
E-mail:		
Phone No:	Alt No:	

Re-submittals - New Sheets:

Yes No

List all new sheets:

OFFICE USE ONLY

Required Approvals - As Indicated

<input type="checkbox"/> Building	<input type="checkbox"/> Flood Plain Management	<input type="checkbox"/> Public Works
<input type="checkbox"/> DERM	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Roofing
<input type="checkbox"/> Electrical	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Structural
<input type="checkbox"/> Elevator	<input type="checkbox"/> Parking	<input type="checkbox"/> Urban Forestry
<input type="checkbox"/> Environmental-Sustainability	<input type="checkbox"/> Planning & Zoning	<input type="checkbox"/>
<input type="checkbox"/> Fire	<input type="checkbox"/> Plumbing	<input type="checkbox"/>

Comments:

Clerk Name: _____ Today's Date: _____

<input type="checkbox"/> 2 sets of plans	<input type="checkbox"/> Flood Proofing Certificate	<input type="checkbox"/> Permit Application
<input type="checkbox"/> Appraisal	<input type="checkbox"/> Geotechnical Report	<input type="checkbox"/> Special Inspector Forms
<input type="checkbox"/> Construction Contract	<input type="checkbox"/> Master set	<input type="checkbox"/> Structural calculations
<input type="checkbox"/> DERM Approval	<input type="checkbox"/> Master Permit #:	<input type="checkbox"/> Survey(s)
<input type="checkbox"/> Elevation Certificate	<input type="checkbox"/> Plans in color	<input type="checkbox"/>
<input type="checkbox"/> Energy calculations	<input type="checkbox"/> Narrative response	<input type="checkbox"/>

Walk Thru

Drop Off