



Plan and Information Checklist

Job #: _____

Owner: _____

Project Address: _____

City: _____ State: _____ Zip: _____

Scope of Work (description):

Construction Cost (materials only) \$ _____ Project Cost \$ _____

Square footage of floor area of proposed structure: _____ sq ft

- Permit application filled out (if possible)
- 3 copies of project plans
- Energy Calc sheet (if needed)
- ShopTruss Drawings-with- Cover sheet (if needed)
- Property Plat (if exterior additions)
- Home owner affidavit if acting as contractor
- Building information form (if commercial project)
- Disabilities (ADA) form filled out (if commercial project)
- Blank check made out to jurisdiction
- DAMAGE REPORT

Contractor: _____

Address: _____

City: _____ State: _____ Zip: _____

State Contractors License #: _____

Job Jurisdiction Business License #: _____