

Permitting Intake Checklist

This document is intended to help development and design teams prepare clean, complete, and coordinated permit application packages before submission. It focuses on the most common completeness and coordination issues that cause early rejections or multiple review cycles.

This checklist is **not** a substitute for jurisdiction-specific requirements. Each authority having jurisdiction (AHJ) may require additional documentation, forms, or code pathways.

Project Information

Item	Description
Project Name	
Project Address	
Jurisdiction (City / County)	
Applicant / Firm	
Architect of Record	
Structural Engineer of Record	
Civil Engineer of Record	
Geotech Engineer of Record	
Arborist of Record (if applicable)	
Permit Type	
Applicable Code Set	

Intake Checklist

Administrative & Required Forms

- ☐ Completed building permit application
- ☐ All jurisdiction-required forms (energy, soils, stormwater, fire, etc.)
- ☐ Valuation and fee worksheets
- ☐ Signed agent authorization letters, if required
- ☐ Project intake narrative describing scope and compliance path
- ☐ All documents labeled per jurisdiction naming standards
- ☐ All PDFs unlocked and properly flattened

Drawings & Plan Set Requirements

General Sheet Coordination

- ☐ Consistent title blocks, project data, dates, and version numbers
- ☐ Sheet index matches all submitted documents
- ☐ Scales, north arrows, and legends included and consistent

Architectural

- ☐ Site plan with setbacks, contours, utilities, access/egress and easements
- ☐ Fully dimensioned floor plans
- ☐ Elevations with material callouts

- ☐ Sections and details aligned with plans
- ☐ Door and window schedules consistent with drawings
- ☐ Building height calculations

Structural

- ☐ Foundation plans
- ☐ Framing plans with member sizes
- ☐ Beam, header, and lintel schedules
- ☐ Structural details (connections, shear walls, uplift)
- ☐ Structural notes aligned with architectural geometry
- ☐ Truss calculations and layouts (if applicable)

Mechanical / Electrical / Plumbing (MEP)

- ☐ Mechanical equipment schedules
- ☐ Electrical service size and panel schedules
- ☐ Lighting and power layouts
- ☐ Plumbing risers and fixture unit calculations
- ☐ MEP drawings coordinated with architectural and structural
- ☐ Sprinkler system calculations

Calculations & Technical Documents

- ☐ Structural calculations (stamped if required)
- ☐ Energy compliance documentation (residential or commercial)
- ☐ Mechanical load calculations
- ☐ Lighting/energy forms
- ☐ Soils report (if required)
- ☐ Stormwater report
- ☐ Fire protection plans (if applicable)
- ☐ Storm water/vault and filter calculations
- ☐ Sprinkler system calculations

Jurisdiction-Specific Requirements

- ☐ Local forms
- ☐ Special inspections
- ☐ Floodplain documents
- ☐ Tree protection plans
- ☐ Neighborhood design review documents
- ☐ Transportation/parking analysis
- ☐ Approved local Ordinances

Pre-Submittal Coordination Review

- ☐ No contradictions between architectural, structural, and MEP
- ☐ Dimensions and elevations consistent across sheets
- ☐ Assemblies match selected energy compliance method
- ☐ Structural references match architectural sheets
- ☐ Correct code editions referenced throughout
- ☐ All documents included and readable
- ☐ Single clean PDF binder or clearly organized folder prepared

Submission-Ready Package Requirements

- ☐ Documents named per jurisdiction format
- ☐ Package organized per intake expectations
- ☐ Narrative explains major compliance decisions
- ☐ Cover sheet summarizes code paths, occupancy, and building data
- ☐ (Optional) Checklist for reviewer clarity

Legal Disclaimer

This checklist is provided as a general informational tool and does not constitute professional engineering, architectural, or legal advice. Completion of this checklist does not guarantee permit approval. Jurisdictions may modify or update requirements at any time. Users are responsible for ensuring that all documents submitted comply with the applicable codes, ordinances, and requirements of the authority having jurisdiction (AHJ). permittable.ai assumes no liability for errors, omissions, or resulting actions related to the use of this document.