AWNING/PATIO COVER PERMIT
SUBMITTAL CHECKLIST

The following documentation MUST be provided for all awning/patio cover permits:

Note: Awnings/patios that are somewhat complex in nature, may require structural engineering.

___ BUILDING PERMIT APPLICATION
Fill out application completely and sign. Be sure to include:
- Owner, address, telephone number
- Building address
- Lot, Subdivision and Tax Serial #
- General contractor name, address, telephone number, license number
- Valuation of project

___ SITE PLAN - must be on 8 1/2 x 11
- Lot dimensions & lot size
- Location of all existing buildings
- North Arrow
- Setbacks- Show distances from structure to property lines.

___ BUILDING PLANS - on either 8 1/2 x 11, or 11 x 17 size paper
- FLOOR PLAN
  - Propose awning size
  - Size and spacing of joists or trusses
  - Size and type of material
  - Size, type, location, and spacing of posts
  - Size and type of beams
  - Show lateral bracing, bolt size and placement
  - Show post to beam and post to footing connection (if applicable)
  - Show any electrical being installed
  - ANY REQUIRED ENGINEERING

- ELEVATION PLAN
  - Height of structure from grade
  - Size and depth of footings (if applicable)