



Residential Move-on Construction Submittal Requirements

When submitting, you will need the following information:

1. Building Address
2. Owner and Applicant Information Contact Persons and Phone/email
3. Legal Description
4. Type of Permit (House Move, Manufactured home, and Construction Trailer)
5. Specific Proposed and Existing Uses
6. Estimated Cost and Square Feet
7. Height and Stories of Building
8. Scope of Work

Plan Requirements

Please upload a single combined multipage PDF vector file with sheet references as bookmarks that contains:

1. Floor Plan:
 - A. Show all door swings and windows and their sizes.
 - B. Label use of all rooms, show all plumbing fixtures and provide stair details (if applicable)
2. Site Plan: (North arrow required)
 - A. Location and dimension, in feet, of all property lines, right-of-way lines, and public and private easements
 - B. Location and dimension, in feet, of all structures, drives, parking and landscaping.
3. Footing and Foundation Plan with details or Anchoring Plan
4. Exterior Elevations: Drawings shall depict accurate material/appearance of the structure.

Submittal Fees: