



RESIDENTIAL BUILDING PERMIT APPLICATION

SUBMITTAL CHECKLIST

The Town of Argyle's Permit Department is 100% paperless. Plans can be submitted by Dropbox (filesharing) link. Due to the file size limitation, emails over 20 MB are not preferred. Plans must be complete before they may be accepted for review. Failure to provide any required document will result in the application being denied and further delay the permit being issued.

- **Plan Review Fee \$100**-may be paid either in person at Town Hall or by submitting the credit card authorization form
- **Residential Building Permit Application**
- **Driveway Approaches/Drainage Culvert Permit Application**
- **Building Plans (2018 code versions, 2017 NEC)**
 - Elevations-showing proposed material
 - Floor Plan
 - Roof Plan
 - Electrical Plan
 - Plumbing Plan
 - Mechanical Plan
 - Window/door
- **Tree Survey/Removal/Protection Plan**
- **Site Plan**
 - Legal description (lot, block, subdivision)
 - Property lines and lot dimensions
 - Proposed structure and all existing buildings
 - All easements
 - Location of septic system including spray area
 - North area and scale
- **Grading Plan**
 - Must be stamped by a licensed professional engineer
- **Energy Code Compliance Report (2018 IECC)**
- **Engineered Foundation Letter and Stamped Foundation Plan**
- **Septic Permit**
 - Required if town sewer is not available

Please allow a minimum of (10) working days for review. Staff availability may increase review time.

Contractor Registration is required for General, Electrician, Plumber, Mechanical, Irrigator, and OSSF Installer.