

**BUILDING PLAN SUBMISSION
STANDARD CHECKLIST**



PROPERTY DESCRIPTION: _____

PHYSICAL ADDRESS: _____

DESCRIPTION OF PROJECT: _____

ITEM DESCRIPTION	YES	NO
COMPLETED APPLICATION		
OWNER'S SIGNATURE ON THE APPLICATION FORM		
SIGNATURE OF THE OWNER & ARCHITECT ON ALL BUILDING PLANS		
ENGINEER CERTIFICATE SIGNED BY BOTH OWNER & ENGINEER		
POWER OF ATTORNEY TO SIGN BUILDING PLANS & APPLICATION FORM		
SACAP NUMBER OR SACAP REGISTRATION CONFIRMATION LETTER		
SG DIAGRAM		
FEES PAID		
SITE PLAN		
GROUND		
ELEVATIONS		
SECTIONS		

APPLICATION RECEIVED BY: _____

DATE : _____