



New Single Family Residence

Description

This guideline is used when constructing a new single family residence on a residential parcel.

To apply, use the “New Single Family Residence” application on the CSS portal.

Who Can Apply

General Contractor (CGC), Building Contractor (CBC), Residential Contractor (CRC), or Owner/Builder.

Required Documents – always required

- Site Plan
- Survey
- Architectural Structural Plans
- Energy Calculations
- Truss Layout
- Truss Design Drawings (TPI) or Deferral Letter
- Product Approval Index Sheet
- Subcontractor Forms (x4)
- Burrowing Owl Gopher Tortoise Affidavit
- Notice of Commencement

Conditional Documents – may be required, subject to the details of the parcel and the scope of work

- Eagle Management Affidavit
- Septic Receipt
- Seawall Affidavit
- Utility Connection Hold Harmless Agreement
- Warranty Deed

Owner/Builder Documents

- Owner/Builder Affidavit



Private Provider Documents

- Notice to Building Official of Use of Private Provider
- Private Provider List of Building Inspections, if using plans review
- Private Provider Plan Compliance Affidavit, if using plans review

Review

- Building
- Zoning
- Planning
- Stormwater
- Customer Billing Services (CBS)
- Environmental, if applicable
- Floodplain, if applicable

Inspections

- Inspections vary, subject to the details of the scope of work
- Notice of Commencement
- Stormwater Inspections
- Utility Inspections
- CO New Construction
- Debris, if using private provider
- Private Provider Compliance Report, if using private provider

Additional Notes

If utilizing a master plan, see the "Mastered Plan Single Family Residence" guideline.