



Permit Processing Checklist:

1. General Contractor Name (We should already have all other information on file)
2. All mechanical contractors' information if required to do work on project.
3. Estimated cost of project:
 - a. Project Build _____
 - b. Plumbing _____
 - c. Electrical _____
 - d. HVAC _____
 - e. Septic/Well _____
4. Project Address: _____
5. Property Owner(s) Name(s): _____
6. Property Owner Phone: _____
7. Project Manager Name: _____
8. Project Manager Contact #: _____
9. Project Manager email: _____
10. Overview drawing of project and approximate location on house/lot (if applicable)
11. Copy of footing and/or foundation
 - a. If required by city/county, Joseph Architectural will do the necessary stamped engineered drawings. (see Joseph Architectural Fee Schedule)
 - b. If stamped, engineered drawings are already complete, please submit original copy.
12. Drawing of project front and applicable sides with dimensions and structural materials to be used.
 - a. If required by city/county, Joseph Architectural will do the necessary stamped engineered drawings. (see Joseph Architectural Fee Schedule)
 - b. If stamped, engineered drawings are already complete, please submit original copy.