

Building Plan Review Checklist

1. Site Plan

- ❑ Plat Name or Project Name (if platting is not required).
- ❑ Land Disturbance:
 - If total disturbed area is > 1 acre, a Site Disturbance Permit is required. Notify engineer to submit a Site Disturbance Plan with **IB159 Application** (CLDPIR CASE TYPE), for review and approval. This is required to be pulled prior to issuance of a Building Permit.
 - If total disturbed area is < 1 acre a Site Disturbance Permit is not required. Review erosion control accordingly.
- ❑ Connection of private storm sewer to public main.
 - If with a wye or tee connection to the main, notify Engineer a Sewer Connection Authorization Permit is required. **Add Condition of Approval accordingly.**
 - If connecting to existing manhole, or proposing new manhole over existing main. Notify Engineer to submit a Public Sanitary Sewer Plan **with IB159 Application** (CLDPIR CASE TYPE), for review and approval. **Add Condition of Approval accordingly.**
- ❑ Connection of building sanitary sewer to public main:
 - If with a wye or tee connection to the main, notify Engineer a Sewer Connection Authorization Permit is required. **Add Condition of Approval accordingly.**
 - If connecting to existing manhole, or proposing new manhole over existing main. Notify Engineer to submit a Public Sanitary Sewer Plan **with IB159 Application** (CLDPIR CASE TYPE), for review and approval. **Add Condition of Approval accordingly.**
- ❑ Connection of building water service to public main:
 - If connecting to public main, notify Engineer a **Water Connection Permit** is required. **Add Condition of Approval accordingly.**
- ❑ Verify on-site storm drainage system matches system identified in Storm Drainage Study.
- ❑ Verify on-site BMPs as needed to meet Water Quality and CSO Detention Requirements.
 - Require BMP Easements for both water quality and CSO detention.
 - **Add Condition of Approval for easement submittal accordingly.**
- ❑ For commercial building sites with less than 1 acre disturbed, a site disturbance plan/permit would not be required. However, BMP's could still be required.
 - For this scenario, require a separate sheet for the BMP's.
 - This BMP sheet should provide the location, type of BMP, and size of BMP along with dimensions. This sheet will be used to document as built conditions for the BMP's which will be provided to WaterGIS to be documented on the BMP layer on the KC Water Parcel Viewer as part of the MS4 permit requirements.
 - **Add Condition of Approval to provide As Built drawings prior to the issuance of a Certificate of Occupancy.**
- ❑ If project requires Platting, and Plat is not recorded. **Add Condition of Approval to complete Platting process accordingly**