



BUILDING PERMIT CHECKLIST

City of Manchester business licenses are required for all contractors working within the city limits.

1. NEW RESIDENTIAL CONSTRUCTION

- Completed application form
- Prepared plot plan showing: Driveway location w/dimensions, utility locations, HVAC location, location and width of easements, setbacks, % of lot covered by principal structure
- Floor plan with dimensions and square footage including covered porches and garage
- All architectural building elevations with the proposed materials labeled and identified on the drawings
- Additional documents may be required if deemed necessary during the review process(i.e. sewer approval letter, Contractor license and liability insurance)

2. RESIDENTIAL BUILDING ADDITION

- Completed application form
- Site Sketch showing: use of the addition, location of addition to the house, dimensions to property lines and other structures on the property, floor plan with dimensions and square footage, location and width of all easements, all other structures on the property, property line locations
- All architectural building elevations with the proposed materials labeled on the drawings.
- Additional documents, including a surveyor prepared plot plan may be required if deemed necessary during the review process. (i.e. contractor license and liability insurance)

3. RESIDENTIAL REMODEL

- Completed application form with description of work to be performed.
- Description of how the remodeled area will be used.
- Floor plan with dimension and square footage
- Exterior architectural elevations with the materials labeled on the drawings if applicable.
- Additional documents may be required if deemed necessary during the review process. (i.e. contractor license and liability insurance)

4. ACCESSORY STRUCTURES

- Completed application form.
- Site sketch showing: location of the structure on the lot, description of how the structure will be used, dimensions to property lines and other structures on the property, floor plan with dimensions and square footage, location and width of all easements, property line locations
- Additional documents may be required if deemed necessary during the review process(i.e. contractor license and liability insurance).