



Ensure your project complies with all regulations and is ready to begin construction.

Permitting and Final Approval Checklist

The **Permitting and Final Approval Checklist** is prepared to guide clients through these critical stages of the home-building process.

How to Use This Checklist:

1. Review the checklist with your builder or architect to confirm all required permits and approvals are addressed.
2. Use this checklist to track progress on permitting and approval tasks, marking them off as completed.
3. Ensure all permits and approvals are finalized before the scheduled construction start date.

1. Submit and Obtain Necessary Permits

Coordinate with your builder or architect to complete the permitting process.

- Confirm required permits for your project with local authorities (e.g., building, zoning, septic).
- Submit detailed construction plans for review.
- Provide additional documents if requested (e.g., property survey, environmental assessments).
- Track the status of permit applications and follow up if needed.

2. Review HOA or Subdivision Requirements

Ensure compliance with community-specific rules or guidelines.

- Submit plans to your HOA or subdivision for approval (if applicable).
- Confirm restrictions on exterior materials, fencing, or landscaping.
- Document approvals and any required modifications.

3. Verify Regulatory Compliance

Address any additional legal or environmental requirements.

- Ensure compliance with any local, state, or federal regulations (e.g., wetland protections).
- Confirm stormwater management plans are approved (if required).
- Address fire safety codes, utility easements, or other specific concerns.

4. Obtain Final Approvals

Complete this step to greenlight your project for construction.

- Ensure all required permits are issued and active.
- Collect official approval documents to keep on file.
- Share necessary permits with your builder before construction begins.

Checklist Summary

- ☐ All required permits obtained and documented.
- ☐ HOA or subdivision approvals secured (if applicable).
- ☐ Compliance with regulatory and environmental requirements verified.
- ☐ Final approvals collected and shared with your builder.