

Please use the list provided below as a reference when uploading required documentation for a permit application that requires a review by Growth Management. Requirements are based on the project's scope and details of work, not ALL documents may be required.

Note: If you must rename a file that contains a digital signature, please right-click on the file while viewing in a folder, and select "Rename", do NOT "Save as" and rename as this will jeopardize the verified signature. Also, if you must re-submit a document, please use the original file name the file was uploaded with initially. If the document is a revision, type "Revision" into the "Description" field on the uploads page of the permit portal.

Construction Plans: Sections, details and height from foundation to top of wall

Naming of the following types of plans **MUST** include the discipline's prefix and a hyphen, followed by a four-digit numeric value, starting with 0001 for the first document in the set and increasing sequentially thereafter, followed by your plan's sheet number: e.g. "A-0001-[yoursheetnumber].pdf, A-0002-[yoursheetnumber].pdf..."

Structural Plan Example: S-0001-[add your actual sheet number].pdf

PLEASE FOLLOW THE EXACT FILE NAMING CONVENTION PROVIDED FOR THE FOLLOWING DOCUMENTS:

Site Plans: Showing wall locations and length of each retaining wall section.

File name: SP-SPDwgs, SP-BoundarySur

Soil Test:

File name: AS-Load Bearing Capacity of Soil, R-SoilRpt

Owner's Affidavit: Must be signed and notarized. If you are submitting your application materials electronically then this should be electronically notarized. [Owner's Affidavit Form](#)

File name: AS-OwnersAff

Lien Law Acknowledgment: This is required only if the owner is the builder. [Lien Law Acknowledgement Form](#).

File name: AS-LienLaw

Owner Builder Disclosure Affidavit: This is required only if the owner is the builder. [Owner Builder Disclosure Affidavit](#)

File name: AS-OBDiscl

Contractor Record of Acknowledgement: This is required. [Contractor Record of Acknowledgement Form](#)

File name: AS-ContrRcdAck

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Notice of Commencement: Required if the cost of work to be completed is over \$2,500. Not required for initial submittal but is required prior to the permit being ISSUED. [Notice of Commencement Form](#)

File name: AS-Notice of Commencement

Original Document Notary Public Affidavit: [Notary Affidavit Form](#)

File name: AS-NotaryAff