



## Ross County Building Department

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KEITH W. PUTNAM, ADMINISTRATOR

## Checklist:

- ❑ Two (2) sets of plans, with signature and embossed seal of Architect or Engineer of Record.
- ❑ A Conformance letter may be signed by the Architect or Engineer of record, or correct language may appear on stamped plans.
- ❑ Storm water management stamp of approval from the Ross County Planning Department.
- ❑ Truss plans. (if applicable)
- ❑ Site plan showing exact location of proposed building with information on setbacks etc.
- ❑ Completed and signed Building Permit Application.
- ❑ Check in the correct amount for the permit, made payable to **Ross County Building Department**.