

# Permit Checklist

## New Housing, Additions and Modifications

The ACC ***will not*** consider your application unless all of the below are completed and included in your application. Please read and complete all of the items in the package. Be sure that the completed application package is received by the CCPOA Office at least 72 hours prior to the ACC meeting.

- Completed, signed Construction Application Permit form
- Stamped survey plat showing property lines, easements, improvements, and the location of the proposed construction
- One copy of any construction plans
- Materials; specifications and details
- Floodplain Determination Letter of Exemption issued by Jackson County
- Development Permit issued by Jackson County
- OSSF Permit issued by Jackson County; new OSSF if addition or modification encroaches on an existing septic spray field, drip area, or drain field
- Any additional information listed in the Requirements for New Housing, Additions, and Modifications form
- Signed, dated New Housing, Additions, and Modifications Requirements form
- Permit Fee