

Reile's Acres' Builder Checklist and Timelines for Permit and LOMR.

Builder Will:

- 1) Submit completed permit application located at [Building Permits \(reilesacresnd.org\)](http://reilesacresnd.org)
 - a) (Requirements: Must be fully filled out, no handwritten data, only accepted digitally.)
 - b) No dirt shall be moved until a permit is issued and SWPP is in place.
- 2) Plot plan showing existing elevations of property.
- 3) Plot plan showing exact location of new building or addition and existing buildings.
- 4) Floor plan(s) of new building(s).
- 5) Elevation views of two sides of the building. Elevation plans must show grade.
- 6) Foundation wall sections showing required construction details per City flood proof specifications.
 - a) (See Flood Proof Construction Requirements located at [Building Permits \(reilesacresnd.org\)](http://reilesacresnd.org))
- 7) Foundation plans showing drain tile location and footings.
- 8) Payment of Permit Application Fee.
 - a) Submit payment to the City
 - i) Mail check to 4635 35th Ave N Reile's Acres ND 58102 (permit will not be granted until received)
 - ii) ACH information can be filled out on permit application.

Reile's Acres Building Inspector Will:

- 1) Submit plans to our Structural Engineer to obtain Floodproofing Certification Form.
 - a) Once certification received, building inspector will send permit applicant the following. (Allow minimum 14 days for structural review)
 - i) Building Permit
 - ii) Inspection Card
 - iii) Master Grading Plan
 - iv) Storm water protection plan
 - v) Driveway details
 - vi) Benchmark elevation schematic of the development's hydrants.
- 2) Submit plans to the Developer of New Haven to ensure architectural requirements have been met. (Simultaneous with Structural Engineer)

Before Final Inspection Builder Will:

- 1) After backfilling foundation have two density samples of the property pulled for FEMA and the LOMR application from companies like Terracon or AET. Failure to do so will likely delay LOMR certification. (Submit results to Building Inspector)
 - a) Ensure the prescribed yard drainage elevations are met when the final grade is completed.
 - b) Notify building inspector minimum of 7 days prior to closing.