



City of Leesburg Building Department PERMIT APPLICATION CHECKLIST

Here is a list of what you need to submit for a Single Family Residence:

1 Application

1 copy of property record card (or warranty deed)

1 copy of the construction plans (either digitally signed or paper plans with an original seal per our guidelines)

1 copy of the Energy Calcs (signed by preparer and poa/owner/contractor)

1 copy truss pack – including engineering and truss layout (needs to be signed and sealed per our guidelines)

1 copy of the product approval list

(1 page form. All the installation guides are to be printed and kept on site for the inspectors)

1 copy of notarized, certified, and recorded NOC

1 copy of subcontractor list

1 copy of plot/site plan

1 copy of gas layout (if gas appliances are being utilized)