

MBA Building Committee
Checklist for Building Projects

MBA address: _____ Owners: _____

Date: _____

From owners:

- _____ Application for Building Permit _____ Large _____ Small _____ Demolition _____
- _____ Statement of Intent to Conform _____
- _____ Permit fee, amount & date _____ _____ Deposit, amount & date _____
- _____ Height of house from highest part of nearest road, measurement marked on plans _____
- _____ Paper + pdf of house/renovation plans _____
- _____ Site plan showing setbacks _____
- _____ Site plan showing driveway & type of surface _____
- _____ Verification of single kitchen _____
- _____ Sussex Co. permits _____
- _____ DNREC permits (as necessary) _____
- _____ Committee Review: _____ _____
- _____ Permit approved _____

Provided to owners:

- _____ Rules & Regulations for Construction _____
- _____ Permissible Days & Times _____
- _____ Signed Permit Approval _____

Building Preconference: Attending: _____

Foundation & Setbacks Checked: Result: _____

Height Check Performed: Result: _____

Final Inspection: Result: _____

Notification of Closure to RPM: Date _____