

## **Outdoor Kitchen** **Review Checklist**

A permit application will not be accepted unless all of the following items are submitted or completed with:

1. Submit completed application form filled out with all pertinent information including the specific type of project and signed by applicant.
2. Plan review fee of \$100 shall be paid at the time the application is submitted.  
(If attached to another project – no fee)
3. Site Plan – Five (5) copies are required. Site plan shall be drawn to a scale of 1/8" = 1'-0" or 1" = 10'-0".

The following information must be shown or noted on the plan:

- a. North arrow.
  - b. Footprint of residence.
  - c. Show property lines, utility easements, building setbacks, fence lines, adjacent properties, and street.
  - d. Show patio or deck and any other pertinent existing improvements.
  - e. Show the location of the proposed outdoor kitchen.
  - f. Show all existing trees and canopies on the lot.
4. Provide a color brochure of the proposed outdoor kitchen system, if purchasing complete system.
  5. If the outdoor kitchen is custom build, please provide detailed drawings of the proposed outdoor kitchen including equipment components and material finishes.
  6. Location of portable propane cylinder and distances to flash points.