

## **Skylight and Solatube Addition** **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.
3. Roof Plan – Five (5) copies are required. Roof plan shall be drawn to a scale of 1/8" = 1'-0" or 1" = 10'.
4. Provide color photographs of the existing roof and proposed skylight or solatube location.
5. Provide a color brochure from the manufacturer specific to the proposed skylight or solatube and specify the proposed color and material.