PERMIT CHECKLIST - DRIVEWAY / REPLACEMENT

Date: ________________     Job Site Address: ______________________________

Value of Work: $_________________

Documents Submitted:
[  ] Two sets of Plans
[  ] Survey of Property
    CH. 44, SUB-SEC, 44-28 HUNTERS CREEK CODE
[  ] Tree Certification
    CH. 18, SECT. 18-20 © (1) HUNTERS CREEK CODE
[  ] Tree Disposition Plan (TDP)
    CH. 18, SECT. 18-20 © (1) HUNTERS CREEK CODE
[  ] Drainage Plan or Notarized Statement TO COMPLY WITH
    CH. 44, SECT. 44-129 HUNTERS CREEK CODE
[  ] Letter of approval from HOA’S ARC or letter from builder
    stating there is no HOA or ARC.

Site Information: (check one)
[  ] Replace existing
[  ] New or revised

Driveway Information: (NOTE: HCV Concrete Requirement attached)
[  ] Reinforced concrete
[  ] Asphalt paving
[  ] Brick pavers
[  ] Other:
    Concrete thickness in ROW (6”): ________ (Approach from street to property line-see attached C R)
    Concrete thickness on lot (5’): ________
    Driveway width 12’ or greater: ________
    Driveway doweled at expansion joints and slab abutments: ________
    Driveway drains properly: ________
    Culverts needed under drive: ________

Drainage System:
NOTE: IF DRAINAGE SYSTEM IS INCLUDED, ADD DRAINAGE SYSTEM CHECKLIST.

Fences and Gates:
NOTE: IF FENCING OR GATES ARE INCLUDED, ADD FENCE OR GATE CHECKLIST.
**CONCRETE REQUIREMENTS**

Concrete driveways shall be a minimum of five inches of 3,000 PSI concrete, reinforced with #3 rebar on 15" centers each way, set on chairs spaced at 48" centers each way.

Install one-inch expansion joints for depth of concrete at 20' maximum centers, with 12" #4 dowels with plastic sleeve on one end at 24" centers.

Approach from street to property line shall be a minimum of six inch, 3,000 PSI concrete, reinforced as in item #1. Provide minimum of 12" x 12" beam at connection to street, with additional #4 rebar top and bottom of beam.

Where driveway meets garage slab, install 24" #4 dowels, with plastic sleeve on one end of dowel, on 24" centers and additional #4 bars top and bottom of beam.

Note: Welded wire mesh shall only be permitted in sidewalk construction. The addition of poly mesh is acceptable in lieu of other sidewalk reinforcement.

**Flexible Base Pavement (for asphalt and over surfacing)**

Minimum of six inches flexible base or equivalent of base and asphalt surfacing. At garage and approach to street, edges shall be thickened to a minimum of 15" x 15".

In the right-of-way (between property line and street) base shall be minimum eight inches flexible base with 2" of Hot Mix Asphaltic Concrete surfacing.
Date: ______________  Job Site Address: _____________________________

Permit Type

☐ New Residence  ☐ Plumbing    ☐ Pool     ☐ Driveway  ☐ Deck
☐ Comm. Build    ☐ HVAC       ☐ Fence    ☐ Demo      ☐ Irrigation
☐ Remodel       ☐ Signs      ☐ Roof     ☐ Drainage  ☐ Electrical
☐ Electrical    ☐ Channel Bank Stabilizer

Value of Work for Contractor: $______________  Total Square Footage _________

Description of Work ____________________________________________________

Property Owner Information

Name ___________________________________________  Phone Number ____________________________

E-Mail ___________________________________________  Fax Number ________________________________

Architect / Designer Information

Name ___________________________________________  Phone Number ____________________________

E-Mail ___________________________________________  Fax Number ________________________________

Contractor / Subcontractor Information

Company Name _____________________________________  Phone Number ____________________________

Employee Name _____________________________________  Fax Number ________________________________

Signature _________________________________________  E-Mail ________________________________

Address, City, Zip ____________________________________________________________

ONLY COMPANY CHECKS AND CASH ARE ACCEPTED. CONTRACTOR MUST BE REGISTERED
WITH THE CITY OF HUNTERS CREEK WITH CERTIFICATE OF INSURANCE AND LICENSE ON FILE.

***OFFICE USE ONLY***

☐ Approved  ☐ Denied

Comments: ______________________________________________________________________

Signed By: _______________________________  Title: _______________________________