

Please use the list provided below as a reference when uploading required documentation for a permit application that requires a review by Growth Management. Requirements are based on the project's scope and details of work, not ALL documents may be required.

**Note:** If you must rename a file that contains a digital signature, please right-click on the file while viewing in a folder, and select "Rename", do NOT "Save as" and rename as this will jeopardize the verified signature. Also, if you must re-submit a document, please use the original file name the file was uploaded with initially. If the document is a revision, type "Revision" into the "Description" field on the uploads page of the permit portal.

**PLEASE FOLLOW THE EXACT FILE NAMING CONVENTION PROVIDED FOR THE FOLLOWING DOCUMENTS:**

**Site Plan:** Drawn to scale, showing setbacks from property line, buildings and public viewing area.

**File name:** SP-SPDwgs

**Inventory of Product:**

**File name:** AS-Inventory of Product

**Copy of the Shooters License:**

**File name:** AS-ShootersLic

**Contractor Record of Acknowledgement:** This is required. [Contractor Record of Acknowledgement Form](#)

**File name:** AS-ContrRcdAck

**Original Document Notary Public Affidavit:** [Notary Affidavit Form](#)

**File name:** AS-NotaryAff