

Residential Plans Submittal Checklist

Building Guides for Homeowners

Applicants for building permits are obliged to become familiar with the pertinent sections of the currently adopted building codes and local amendments.

OFFICE USE	
	Building Permit Application must be completely filled out and signed, including:
	Contractor's name, phone number, and address
	Owner's name, address and phone number
	Specify a contact person: name and phone number
	If required, architect's name, phone number, e-mail, and fax
	All engineer's names and phone numbers
	Project address
	The estimated value of the project (include all materials and labor)
	Plot Plan: 2 sets
	Recommended scale: 1/8" = 1'-0"
	Lot dimensions, showing an accurate boundary line survey
	Building footprint with all projections & dimensions to all property lines and/or other buildings
	North arrow
	Easements
	Sewer and water lateral locations from street to house
	Location of any and all retaining walls (which require separate permits)
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	Foundation Plan: 2 sets
	Recommended scale: ¹ / ₄ " = 1'-0"
	Soils report by an engineer
	Structural and architectural details
	Footings, foundation, piers, and grade beams designed by and engineer
	Post and girder intersections
	Reinforcing spacing and size
	Fireplaces masonry or gas
	Anchor bolt spacing and size
	_ Michor bolt spacing and size
	_ Floor Plan: 2 sets
	Recommended scale $\frac{1}{4}$ " = 1'- 0"
	Full architectural plans, fully dimensioned and labeled
	_ Include adjoining rooms, labeled as to their use with all window and door locations
	_ All wall-to-wall dimensions
	_ All room finish ceiling heights
	All window operations to be on the plans (slider, single hung, fixed, casement, etc)
	Exterior Elevations: 2 sets
	Recommended scale: $\frac{1}{4}$ " = 1' – 0"
	Identify finish materials to be used
	All four elevation views
	Indicate finish grade location at building exterior
	_ Grade Slip: 1 Copy



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		Structural and Architectural Details: 2 sets (to include all applicable from following) Recommended scale $\frac{1}{4}$ " = 1' - 0" Roof, to include eaves, overhangs, rake and gables Structural framing details Structural section with details at foundation, floor and roof levels Cross section view in each direction specific to the structure, generic not acceptable Identify all materials, material sizes, spacing, etc.
		Manufacturer's Specifications for Prefabricated Trusses: 2 sets
		HVAC Details, with Specifications: 2 sets Location of HVAC equipment
		Plumbing Details: 2 sets Show all plumbing fixture and water heater locations Show all floor drain locations
		Electrical Details: 2 sets Service meter location and main breaker size in amps Sub-panel location(s)
		Stair Details: 2 sets (specific to the plan, not generic) Stairway width, rise, run, landing length, and headroom height Handrail, guardrail, and baluster details
All drawings shall be submitted to a suitable scale. Drawings shall be properly dimensioned and shall indicate the specific use of all rooms and areas, as well as define all construction materials.		
Work valued above \$5,000 will require a \$30 Plan Review Fee		
If the applications are for models, we will assign it a "MASTER PLAN NUMBER." This will eliminate the need to submit building plans with any future applications of the same model.		
Applications for soil erosion and water shall be made at the same time as the building application is submitted.		
Additional Information:		

