

Plans Submittal Check List**1. Building Permit Application must be completely filled out, 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).

2. Plot Plan: 2 sets

- Recommended scale: $\frac{1}{8}'' = 1' - 0''$.
- Lot dimensions.
- 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).

3. Foundation Plan: 2 sets (to include all applicable from the following)

- Recommended Scale: $\frac{1}{4}'' = 1' - 0''$.
- Soils report by an engineer.
- Structural foundation details.
- Footings, foundation, piers and grade beams designed by an engineer.
- Post and girder intersections.
- Reinforcing spacing and size.
- Fireplaces masonry or gas.
- Anchor bolt spacing and size.

4. 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.).

5. 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.

Residential Plans Checklist

6. Structural and Architectural Details: 2 sets (to include all applicable from the following)

- Recommended scale $\frac{1}{4}'' = 1' - 0''$.
- Roof, to include eaves, overhangs, rake and gables.
- Structural floor and roof framing plans.
- 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.
- Identify wall bracing locations and methods with connection details.

7. Manufacturer's Specifications for Prefabricated Trusses: 2 sets – Have onsite for framing inspection.

8. Mechanical - HVAC Details: 2 sets

- Location of HVAC equipment.
- Manuals J, D & S

9. Plumbing Details: 2 sets

- Show all plumbing fixtures and water heater locations.
- Show all floor drain locations.

10. Electrical Details: 2 sets

- Service meter location and main breaker size in amps.
- Sub-panel locations(s).

11. Stair Details: 2 sets (specific to the plan, not generic)

- Stairway width, rise, run, landing length and headroom height.
- Handrail, guardrail and baluster details.

12. Energy Details: 2 sets

- Energy compliance documentation (REScheck, Energy Star, etc.)