



Residential Plans Submittal Checklist

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)

Plot Plan: 2 sets

- Recommended scale: 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)

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

Floor Plan: 2 sets

- Recommended Scale 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: 1/4" = 1' - 0"
- Identify finish materials to be used
- All four elevation views
- Indicate finish grade location at building exterior

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: 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 balluster details