

# PLAN SUBMITTAL CHECKLIST

*For 1 and 2 Family Homes*

**\*\*All drawings must be legible and drawn to scale and dimensioned to include:**

*Please Note: Missing or incomplete information may delay Plan Approval and Permit Issuance.*

## 1. **Building permit application/information sheet**

Your Use    Office Use

          

## 2. **Plot plan/Site plan indicating:**

The location and size of:

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed dwelling including all exterior dimensions   |
| <input type="checkbox"/> | <input type="checkbox"/> | All buildings including any existing structures   |
| <input type="checkbox"/> | <input type="checkbox"/> | Accessory structures  |
| <input type="checkbox"/> | <input type="checkbox"/> | Driveways, patios, decks, fences, and pools   |
| <input type="checkbox"/> | <input type="checkbox"/> | Storm drainage grades and drainage features – For sites/subdivisions subject to an adopted storm drainage plan and grading. |

**NOTE:** All setbacks must be clearly labeled on the site plan. It is suggested site plans be drawn on City GIS site plans.

## 3. **Erosion control plan indicating:**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Location of erosion control measures for sediment control         |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of gravel access drive                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of temporary soil storage piles                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of any other planned / required erosion control measures |

**NOTE:** A separate copy of the site plan with this additional information may be used for this erosion control plan.

## 4. **Floor plans indicating:** (two copies)

The size and location of:

- |   |                          |  |
|---|--------------------------|--|
| <input type="checkbox"/>  | <input type="checkbox"/> | Rooms  |
| <input type="checkbox"/>  | <input type="checkbox"/> | Braced wall lines and identifying the bracing method used for each wall  |
| <input type="checkbox"/>  | <input type="checkbox"/> | Doors  |
| <input type="checkbox"/>  | <input type="checkbox"/> | Room use (kitchen, dining, family, bedroom, etc.)  |
| <input type="checkbox"/>  | <input type="checkbox"/> | Smoke detectors  |
| <input type="checkbox"/>  | <input type="checkbox"/> | Windows  |
| <input type="checkbox"/>  | <input type="checkbox"/> | Structural features- size, species and grade of lumber and other structural materials used for joists, beams, rafters, trusses, headers, studs, and columns. |
| <b>NOTE:</b> Beam calculations are required for any beams with point loads on them. |                          |  |
| <input type="checkbox"/>  | <input type="checkbox"/> | Exit passageways (hallways) and stairwells   |
| <input type="checkbox"/>  | <input type="checkbox"/> | Plumbing fixtures (bathroom, kitchen, etc.)- lavatory, water closet, water heater, softener, etc.  |
| <input type="checkbox"/>  | <input type="checkbox"/> | Chimney(s)- include also the type of construction (masonry or factory built) and rating, if metal.   |
| <input type="checkbox"/>  | <input type="checkbox"/> | Heating equipment  |
| <input type="checkbox"/>  | <input type="checkbox"/> | Attic and crawl space access   |

Fire separation between dwelling and garage

5. **Truss plans including:**

A truss layout drawing indicating how the trusses will be installed.

A truss design plan for each truss with all information required by TPI. This information may be provided at the rough framing inspection.

Connection details for all truss / framing connections

6. **Foundation plans indicating:** (two copies)

The size and location of:

Structural features- strength, thickness, and reinforcement (if any) of concrete for footings, foundations, floors and any other concrete work; height and thickness of concrete and/or masonry construction

Footings

Column pads – Calculate size of pad carrying the most load.

Wall construction

Beams

All dimensions

Plumbing fixtures

Service panel

Sump pit

Furnace

7. **Elevation plans indicating:** (two copies)

Dwelling height

Information on exterior appearance

Indicate the location, size and configuration of doors, windows, roof, chimneys and exterior grade level

8. **Cross-sectional drawing indicating:** (two copies)

Exterior finish grade level

Footing and foundation wall sizes, drain tile system and type of materials (Must be sized to carry anticipated loads- NOT just minimum code req.)

Exterior wall construction identifying materials used (including insulation, vapor barrier, wall sheathing, stud spacing)

Stair dimensions- riser heights, tread widths, headroom, handrail and guardrail heights

Roof construction identifying type of material, size, and spans (including insulation, vapor barrier, roof sheathing, and rafter/truss spacing)

Floor construction identifying type of material, size, and spans (including insulation)

9. **Heat loss calculations**

Accurate information, correct square footage, and insulation values

I CERTIFY THE ABOVE INFORMATION IS COMPLETE. ANY MISSING INFORMATION MAY DELAY PLAN APPROVAL. (Please sign below)	DATE:
APPLICANTS SIGNATURE:	PROJECT ADDRESS: