

# PLAN SUBMITTAL CHECKLIST

*For Additions to 1 & 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** (located in the application & form section)

Your Use    Office Use  
           

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

The location and size of:

- |                          |                          |                                                                                                                             |
|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed addition 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 which can be obtained from the Planning Services Department located on 2<sup>nd</sup> floor, RM 204.

3. **Floor plans indicating:** (two copies)

The size and location of:

- |                          |                          |                                                                                                                                                              |
|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Rooms                                                                                                                                                        |
| <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. |

**NOTE:** 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                                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire separation between dwelling and garage                                                        |

4. **Truss plans including:** (these must be submitted and approved **PRIOR** to the rough framing inspection)

- |                          |                          |                                                                                                                                            |
|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | A truss layout drawing indicating how the trusses will be installed.                                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | A truss design plan for each truss with all information required by TPI. This information may be provided at the rough framing inspection. |
| <input type="checkbox"/> | <input type="checkbox"/> | Connection details for all truss / framing connections                                                                                     |

5. **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

6. **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

7. **Cross-sectional drawing indicating:** (two copies) (there is a cross section enclosed for your convenience)
- 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)

8. **Heat loss calculations** (these are provided by your lumber supplier or heating contractor)
- 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:

NOTE:

With proper detailing of building dimensions, material types, spans, sizes, spacing, F<sub>b</sub> properties, etc., and strikeouts of non-applicable details, this cross section would provide an acceptable plan drawing. With the local inspection authority's permission, this drawing may be detailed by a designer and submitted as part of a plan package for plan review. (F<sub>b</sub> - Fiber bending stress of selected lumber. Alternatively, grade and species information may be noted.)

OWNER: \_\_\_\_\_  
PROJ. LOC: \_\_\_\_\_  
DATE: \_\_\_\_\_  
DESIGNER: \_\_\_\_\_  
- RIDGE BOARD

