



BUILDING DEPARTMENT
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**RESIDENTIAL
 PLAN SUBMITTAL
 CHECKLIST**

SUBMITTAL DATE: _____

**ALL RESIDENTIAL BUILDING PERMIT APPLICATIONS MUST HAVE THE FOLLOWING
 SUPPORTING DOCUMENTATION FOR PLAN REVIEW**

TWO SETS OF PLANS AND HOUSE LOCATION PLANS ARE REQUIRED FOR REVIEW _____

****THREE SETS FOR A SINGLE FAMILY ATTACHED HOME OR IF THE HOME IS LOCATED
 IN DOWNTOWN DISTRICT**** _____

PLEASE ENSURE THE FOLLOWING INFORMATION IS INCLUDED IN YOUR PLANS

PLAN REVIEW:

INITIAL BELOW

- 1. COVER SHEET:
 - a. CURRENT CODES WITH G.A. AMENDMENTS _____
 - b. WIND LOAD – 90 MPH _____
 - c. SEISMIC CATEGORY – B _____
 - d. LIVE LOADS / DEAD LOADS _____
- 2. FLOOR PLANS – LAYOUTS – 1ST, 2ND, 3RD, BASEMENT _____
- 3. ELECTRICAL PLANS – 1ST, 2ND, 3RD, BASEMENT _____
- 4. ELEVATIONS – FRONT, REAR, SIDES _____
- 5. STRUCTURAL PLANS – FOUNDATIONS / FRAMING DETAILS / UL DETAILS IF APPLICABLE _____
- 6. TABULATION CHART–SQ. FOOTAGE FOR EACH LEVEL _____
 - a. (INCLUDE ALL DECKS/COVERED PORCHES) _____

H.L.P. REVIEW:

- 1. ALL SETBACKS – FRONT, REAR, SIDES – AS PER APPROVED PLAT _____
- 2. HOUSE PLACEMENT _____
- 3. DRAINAGE OFF LOT (SHOW ARROWS HOW WATER FLOWS AWAY FROM THE HOUSE) _____
- 4. PLAT BOOK AND PAGE NUMBER _____
- 5. SIGNED AND SEALED FROM A REGISTERED LAND SURVEYOR _____
- 6. TREES PER APPROVED TREE PLAN (NEW COMMUNITY) _____

IF ANY ABOVE ITEM IS MARKED “N/A”, AN EXPLANATION MUST BE INCLUDED _____