

Residential Plans Submittal Checklist

Building Guides for Homeowners

Applicants for building permits are obliged to become familiar with the pertinent sections of the currently adopted building codes and local amendments.

OFFICE USE	

_____	<p>Building Permit Application must be completely filled out and signed, including:</p>
_____	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)
_____	<p>Plot Plan: 2 sets</p>
_____	Recommended scale: 1/8" = 1' - 0"
_____	Lot dimensions, showing an accurate boundary line survey
_____	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)
_____	<p>Foundation Plan: 2 sets</p>
_____	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
_____	<p>Floor Plan: 2 sets</p>
_____	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)
_____	<p>Exterior Elevations: 2 sets</p>
_____	Recommended scale: 1/4" = 1' - 0"
_____	Identify finish materials to be used
_____	All four elevation views
_____	Indicate finish grade location at building exterior
_____	<p>Grade Slip: 1 Copy</p>

