

RESIDENTIAL PLAN SUBMITTAL CHECKLIST

EACH APPLICATION FOR A BUILDING PERMIT SHALL BE ACCOMPANIED BY THREE COMPLETE SETS OF CONSTRUCTION DRAWINGS, ALONG WITH ONE ADDITIONAL Site plan. THE CONSTRUCTION DRAWINGS MAY NEED SOME OR ALL OF THE FOLLOWING ITEMS:

PLAN FORMAT:

- a. Construction drawings shall be submitted on 24" x 36" blueprints or smaller size if scope of work warrants smaller size.
- b. Each sheet of the drawings shall identify the name, address and telephone number of the owner and designer, along with the site address of the proposed construction.
- c. Scales, dimensions and north arrow shall be indicated on each plan sheet. Preferred scale is 1/4" for all construction documents and 1/8" or 1/10" for site plans. All sheets of the construction documents and details shall be properly dimensioned and drawn to scale.
- d. plan sets shall be organized and contain a sheet index as per the following plan sheets required. i.e.: 1 of 3.

SITE PLANS:

- a. Identify all property lines and lot dimensions; easements; set-backs from property lines and existing structures; driveway approaches; building footprint and dimensions; north arrow; existing or proposed fences; sidewalks; landings; finish floor elevations; building square footage; scope of work; applicable codes.
- b. Identify all existing and proposed utility lines such as sewer, water, gas, electricity, cable tv and telephone along with their proposed sizes, materials and associated meters. All utilities are to be undergrounded.
- c. Identify fine grading elevations and lot drainage patterns. Show at all property line corners, the rear yard corner elevations and the two back of curb elevations at front. Identify the high point grade of the rear yard swale and at the turn of the swale/flow line leading to the front or other effective drainage method. Finish floor to be a minimum of 12" plus 2% above the point of discharge from the lot.

FOUNDATION PLANS:

- a. Identify slab thickness; concrete strength; moisture barrier; sand fill thickness; reinforcement; first floor hold down locations and types; anchor bolt sizes and spacing; post or column base hardware; soil bearing capacity; exterior landings; split level areas.

- b. Foundation details are to be shown on the foundation plan or properly referenced to the sheet(s) containing the details. Building sections shall be shown cut on the Foundation plan.

FLOOR PLANS:

- a. Identify room dimensions; delineate uses of all rooms; sizes and types of all windows and doors; door swings and landings; floor coverings; ceiling heights of all hallways and rooms; stairs and/or steps; guardrails; attic access; fireplaces.
- b. Provide separate mechanical plan or show proposed and existing furnace location; furnace make, model, efficiency and bonnet capacity; location of all supply and return registers; access and working clearances about furnace; combustion air methods; flue; platforms.
- c. Provide separate plumbing plan or show proposed and existing plumbing fixtures; gas outlets; Btu/hr of each gas appliance; water heater(s); flue location(s); access and working clearances about water heater(s); combustion air methods; mechanical protection from vehicular impact; platforms; tub trap access; tub/shower enclosure type; hose bibs.
- d. Provide separate electrical plan or show proposed and existing electrical meter; 110 volt, GFI, and 220 volt interior and exterior receptacles; interior and exterior fluorescent and incandescent lights; standard, 3-way and 4-way switches; smoke detectors.
- e. Building Sections are to be shown cut on the Floor plan. Provide section cut in each direction.

FLOOR FRAMING PLANS:

- a. Identify floor joist locations, directions, sizes, grade, type (i.e. TJI's).
- b. Identify supporting elements such as walls, beams, headers, blocking, posts, along with each supporting members size, grade and connecting hardware.
- c. Identify first floor shear wall locations, panel thickness, anchor bolt spacing or sill nailing, strap and/or hold down locations and types.
- d. Identify floor diaphragm sheathing, thickness, panel index, nailing Requirements.
- e. Building Sections are to be shown cut on the Floor Framing plan.

ROOF FRAMING PLANS:

- a. Identify roof framing method: Rafters and ceiling joists or truss locations; valleys and ridges, their directions, sizes and grade. If trusses, a truss profile for each truss is to be provided, which identifies truss type and location. Truss engineering is to be provided and coordinated with layout. Hip girder trusses, girder trusses and structural gable end trusses are to

- be located and identified. Reviewed, Stamped APPROVED by responsible Design Professional.
- b. Identify supporting elements such as walls, beams, headers, blocking, posts, along with each supporting members size, grade and connecting hardware.
 - c. For one story and/or two story structures show the shear wall locations, panel thickness, anchor bolt spacing or sill nailing, strap and/or hold down locations and types for the floor directly below the roof structure.
 - d. Identify roof diaphragm sheathing, thickness, panel index, nailing Requirements.
 - e. Building Sections are to be shown cut on the Roof Framing plan.

CONSTRUCTION SECTIONS:

- a. Identify detailed connections of walls to foundation; floor framing to walls; roof framing to walls.
- b. Identify insulation R-values for walls, ceilings and floors.
- c. Identify materials of all assemblies; i.e. walls, floors, ceiling, roof, shear walls.
- d. Identify ceiling and building heights, pitch of roof, weep screen etc.
- e. Provide stairway section for two story showing stringer, treads, risers, handrails, all connections.

ELEVATIONS:

- a. Show all sides with orientation description.
- b. Identify windows, doors, exterior lights, landings, exterior wall and roof coverings, weep screen, veneers, chimneys with spark arrestor, attached planters etc.

STRUCTURAL ENGINEERING: (Two copies required)

- a. If the proposed structure is of unusual shape, size, split level or significantly alters or impacts an existing buildings structure, the designer shall provide a lateral force analysis and an engineered design which provides a complete load path capable of transferring all loads and forces from their point of origin to the load resisting elements.
- b. Soils report grading and foundation recommendations for the subdivision should be submitted whenever possible for review.
- c. Truss calculations for roof and/or floor design are to be reviewed and stamped APPROVED by responsible Design Professional.

ENERGY DOCUMENTATION: (Two copies required)

- a. A completed and properly signed Certificate of Compliance, CF-1R is to be submitted for review. New single family dwellings shall have the completed and signed CF-1R Form permanently imprinted on the plans.
- b. Compliance Documentation in the form of Prescriptive Packages, Points Analysis or Computer Simulation calculations are to be submitted for review.
- c. Heat loss and cooling load calculations are to be submitted for review whenever the bonnet capacity of the furnace exceeds 45,000 Btu/hr or air conditioning is installed.
- d. Plans shall identify single and dual pane glazing Requirements, shading devices, thermal mass areas, furnace and water heater(s) model and capacities.