



Checklist for Residential Submittals

ADDRESS _____

_____ Completed Building Permit Application

_____ Provide TWO COPIES of Plans

Minimum requirements:

- 1) Footings location and design
- 2) Floor plan
- 3) All headers and beams must be clearly identified for size and type of lumber.
- 4) Smoke detectors, Attic Access, Bath exhaust fans, Tub access panels, Fire door, etc.
Elevation view of each side
- 5) Cross section of building from footings to roof
- 6) Materials, dimensions, and other pertinent construction material information
- 7) Legal description of property and/or address
- 8) Survey

_____ Site Plan: (Addition)

(NEW CONSTRUCTION MUST SUBMIT A CERTIFICATE OF SURVEY)

_____ Minimum Requirements for a site plan when a certificate of survey is not required.

- 1) Drawing to scale (1" = 30')
- 2) Legal description of property or address
- 3) Lot dimensions
- 4) Indicate easements
- 5) Indicate property setback requirements
- 6) Show building location on the property and distances to lot lines
- 7) Provide Drainage Plan (new construction/addition)

_____ Grading plan (when required by Engineering Department for any grade changes to existing site)

_____ Provide Energy Code Compliance Form on new construction (addition, were applicable)

_____ Provide Engineer's Certification for the following items:

1. One set of Truss Drawings -Layout (for all floor and roof designs minimum size 11"x17") and Truss Specifications (8-1/2" x 11").
2. Provide engineering design on walls over 10 Feet in height
3. Any engineered members must be identified with Type, Quantity, and Location.