



# PLAN SUBMITTAL CHECKLIST RESIDENTIAL

## RESIDENTIAL PLAN SUBMITTAL CHECKLIST

Take a few moments to review your plan submittal documents. When each of the items have been verified and initialed below, you are ready to submit your application and plans for a building permit. You must initial each item as to verify that the plans and submittal documents are complete. Incomplete submittals may require additional costs to process and WILL cause delays reviewing your project. Be SURE all items below have been verified and initialed.

Please note that projects are reviewed on a first come first served basis. Incomplete submittals cannot be reviewed and will be rejected and your project put to the end of the line. During busy times, it may take weeks to get to your project. Any inquiries prior to completion of the review of your project will take time away from the plan reviewer's work and will cause additional delays to yours and everyone else's project. You will be contacted once your project review has been completed.

1. BUILDING PERMIT APPLICATION
  - a. Owner's name, address and contact phone number.
  - b. Property tax identification number.
  - c. All contractors' names, State Contractor license numbers, contact phone numbers, and email addresses.
  - d. Submit proof of ownership of property or copy of County Plat Map.
  - e. Submit Storm Water Prevention Plan- (SWPP)
2. SITE PLAN (2 copies) drawn to scale on min. 11"x17" paper. Smaller size paper may be acceptable if sufficient detail is shown.
  - a. Show all property lines with dimensions.
  - b. Show all set backs in feet and inches. This includes front, rear, and all sides
  - c. Include building footprint showing all projections (porches, exterior stairs, chimneys, etc.).
  - d. Site plan must show location of all easements, accesses, and right of ways.
  - e. Detail elevation of foundation relative to the curb/gutter.
  - f. Sloped lots shall show existing slopes and proposed slopes. Show drainage and retention of storm drainage on lot.
3. BUILDING PLANS (2 copies) drawn to scale.
4. EXTERIOR ELEVATIONS (2 copies)
  - a. Show front elevation, rear elevation, and side elevations.
  - b. Exterior finish materials (brick, vinyl siding, efis, etc).
  - c. Show roof covering materials, cantilevers, dormers, railings, stairs, etc.
5. FLOOR PLANS (2 copies) drawn to ¼" per foot scale on minimum 11" x17" paper
  - a. Layout of main floor with measurements.
  - b. Layout of basement walls. Show measurements.
  - c. Layout of additional floor levels with measurements.
  - d. Label all rooms as to use (bedroom, dining room, kitchen, etc.).
  - e. Show kitchen and bathroom counters/cabinets.
  - f. Garage/Carport. Show fire separation, fire doors etc. Show location of stairs and rails.
  - g. Show all doors- sizes and direction of swing.
  - h. Windows- show sizes and types. Specify opening style, tempered glazing, etc.
  - i. Attic access location and size.
  - j. Provide engineering and calculations, if required by code.
  - k. Show all braced wall panels and specify materials (plywood, drywall, etc.).
6. FOUNDATION PLAN (2 copies)
  - a. Show all footings, foundations, piers etc. Each element shall be detailed as to size, reinforcing details,

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- bolting details, etc.
  - b. Show steps in footing/foundation.
  - c. Specify location of foundation straps and hold-downs.
7. FRAMING DETAILS (2 copies)
- a. Show floor-framing details. Specify joist type and size, beam and header sizes, etc.
  - b. Show roof-framing details. Specify roof framing materials, roof sheathing materials, girder locations, beam and header sizes.
8. CROSS-SECTIONS (2 copies)
- a. Cross-sections shall be specific to the structure.
  - b. Show wall framing details (stud size, spacing, height of walls, etc.).
9. STAIR DETAILS (Interior and exterior) These details shall be specific to this plan (not a typical detail).
- a. Rise, run, and landing dimensions.
  - b. Width of stairways.
  - c. Handrail, guardrail, and balusters.
  - d. Head height.
10. ELECTRICAL PLAN (2 copies) This may be shown on floor plans if sufficient clarity is provided.
- a. Show panel sizes and locations.
  - b. Show all outlet locations.
  - c. Show lighting and switches.
  - d. Show locations of all smoke detectors and carbon monoxide detectors.
  - e. Specify AFCI locations (all outlets in a sleeping room shall be protected by Arc-Fault Circuit Interrupter).
  - f. Specify GFCI locations (all outlets serving kitchen counters, in bathrooms, unfinished basements, in garages or located outside must be protected by GFI-Ground Fault Circuit Interrupters).
11. PLUMBING/HEATING PLANS (2 copies)
- a. Manual J & D to be submitted with plans. See Mechanical contractor for assistance.
  - b. Show all plumbing fixtures (toilets, sinks, washer, floor drains etc).
  - c. Show all Heating and Air conditioning appliances and locations. Show attic and under floor appliances as well and detail size of appliances, if possible.
  - d. Show all gas fired appliance locations (fireplaces, unit heaters, baseboard heaters, etc.),
  - e. Show combustion air size for gas fired appliances. This is sized per the BTU rating of all appliances it serves.
12. MODEL ENERGY CODE ANALYSIS (2 copies) Two options available.
- a. OPTION 1- Provide a REScheck (energy efficiency). This program is available online at [www.energycodes.gov](http://www.energycodes.gov). This must be an accurate profile of your homes energy compliance. It will detail furnace efficiency requirements, minimum insulation requirements, window U-value requirements, and other energy compliance items.
  - b. OPTION 2- Prescriptive method. Use IRC requirements: Zone 6

Climate Zone & Subtype	6-B
Crawl Space Wall R-Value	15/19
Fenestration U-Factor	0.32
Skylight U-factor	0.55
Glazed SHGC Fenestration	NR
Ceiling R-Value	49
Wood Frame Wall R-Value	20+5 or 13+10
Mass Wall R-value	15/20
Floor R-value	30
Basement Wall R-value	15/19
Slab R value and depth (Add R-5 if heated slab)	10-4'