RESIDENTIAL REMODEL OR ADDITION
PLAN SUBMITTAL REQUIREMENTS

APPLICATIONS FOR BUILDING PERMITS CANNOT BE ACCEPTED FOR PLAN REVIEW UNTIL THE SUBMITTAL IS COMPLETE.

Owners can do their own work, however all work must comply with current Building Codes: 2012 International Building Code, Plumbing, Mechanical Codes and the 2011 National Electrical Code.

Information required for plan review

1. **TWO SETS (MINIMUM 11x17 - ALL PAGES MUST BE THE SAME SIZE)** signed and dated with Architect or Engineering wet stamps (only if a design professional is being used).
2. **CONSTRUCTION DOCUMENTS: ONE (1) SET HARD COPIES**
3. **A DISK WITH THE .pdf COPY OF BOTH PLANS AND CONTRUCTION DOCUMENTS**
4. **"DESIGN BUILD" IN LIEU OF PROPER PLANS IS NOT ACCEPTABLE**
5. **FIRE SPRINKLER AND ALARMS CAN BE DEFERRED SUBMITTAL**
6. **BUILDING PERMIT APPLICATION**

In order to expedite your plan review, please check your plans and application to be sure the following information has been included. When each of the following items has been checked by you, sign the bottom of the form. Submit this form along with your application, plan review deposit, and 1 set of plans for Building Department review.

SITE PLAN (FOR ADDITIONS)

- ☐ North arrow
- ☐ Lot dimensions all sides
- ☐ Size and location of any easements or right-of-ways
- ☐ Names and locations of all adjacent streets
- ☐ Locations of proposed and existing structures
- ☐ Setback dimensions front, rear, and all sides
- ☐ Outside building dimensions and distances between buildings on building site
- ☐ Driveways, patios, and decks
- ☐ Relative elevations of top of foundation and lot corners
- ☐ Location, type, and elevation of any retaining walls

FLOOR PLAN OF NEW AREAS

- ☐ Floor plan layout. Indicate uses of all rooms in existing home
- ☐ Basement plan (indicate finished or unfinished)
- ☐ Complete dimensions of all rooms, decks, porches, halls, stairs, cantilevers, bearing wall, and column locations
- ☐ Ceiling heights all levels
- ☐ Sizes and types of doors and windows (showing safety glazing)
- ☐ Fire separation between house and garage (attached garage)
- ☐ Stairway landings, rise, run, handrail, and headroom heights
- ☐ Guardrail height and pattern
- ☐ Building elevations (exterior views and finish materials) North, South, East & West
- ☐ Attic and crawl space ventilation and access

CROSS SECTIONS: drawn SPECIFICALLY for this structure with materials to be used

- ☐ Footing size, depth, and reinforcement
- ☐ Foundation height, thickness, and reinforcement

TRUSS SPECIFICATIONS: (if being used, must be onsite when framing inspection scheduled)

ELECTRICAL DETAILS

- ☐ All light and fan locations
- ☐ GFCI's indicated
- ☐ Smoke detectors including in existing areas
- ☐ Receptacle and switch locations
- ☐ Panels

PLUMBING DETAILS

- ☐ Location of all plumbing fixtures including future fixtures
- ☐ Floor drain, water heater, and clothes washer locations
- ☐ DWV isometric required

MECHANICAL

- ☐ Furnace location and BTU rating
- ☐ Combustion air location and size

MATERIAL LIST

NOTE: Additional information may be requested as the city proceeds with the plan review.

My signature below indicates that I have carefully reviewed the submitted plans and verified that all of the items above have been included. **I understand that failure to provide any needed information at this time will delay the processing of my permit.**

_____	_____	_____
Applicant's Signature	Print Name	Date

IF YOU NEED ASSISTANCE FROM A BUILDING INSPECTOR, PLEASE MAKE AN APPOINTMENT SO WE CAN SPEND SOME TIME WITH YOU TO ANSWER GENERAL QUESTIONS.