

**RESIDENTIAL PLAN CHECK LIST**

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**BUILDING PERMIT APPLICATION** must be completely filled out properly, including:

- Contractor's name, phone number, signature & state license number
- Owner's name, signature, address and phone number
- Architect's name, phone number, signature & wet stamp (if required)
- All engineers' names, phone numbers, signatures & wet stamps, 2 sets of documents (if required)

**PLOT PLAN: 2 Sets**

- Recommended scale: 1/8" = 1'-0"
- Lot dimensions
- Building footprint with all projections & dimensions to all property lines and/or other buildings
- North arrow
- Easements
- All existing and proposed finish lot corner elevations
- Location of any and all retaining walls (which require separate permits)

**FOUNDATION: 2 Sets**

- Recommended scale: 1/4" = 1'-0"
- Structural and architectural details
- Footings, foundation, piers, and grade beams
- Post and girder intersections
- Reinforcing spacing and size
- Anchor bolt spacing and size

**FLOOR PLAN: 2 Sets**

- 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)

Floor framing plan showing and identifying all materials, sizes, spacing, etc.

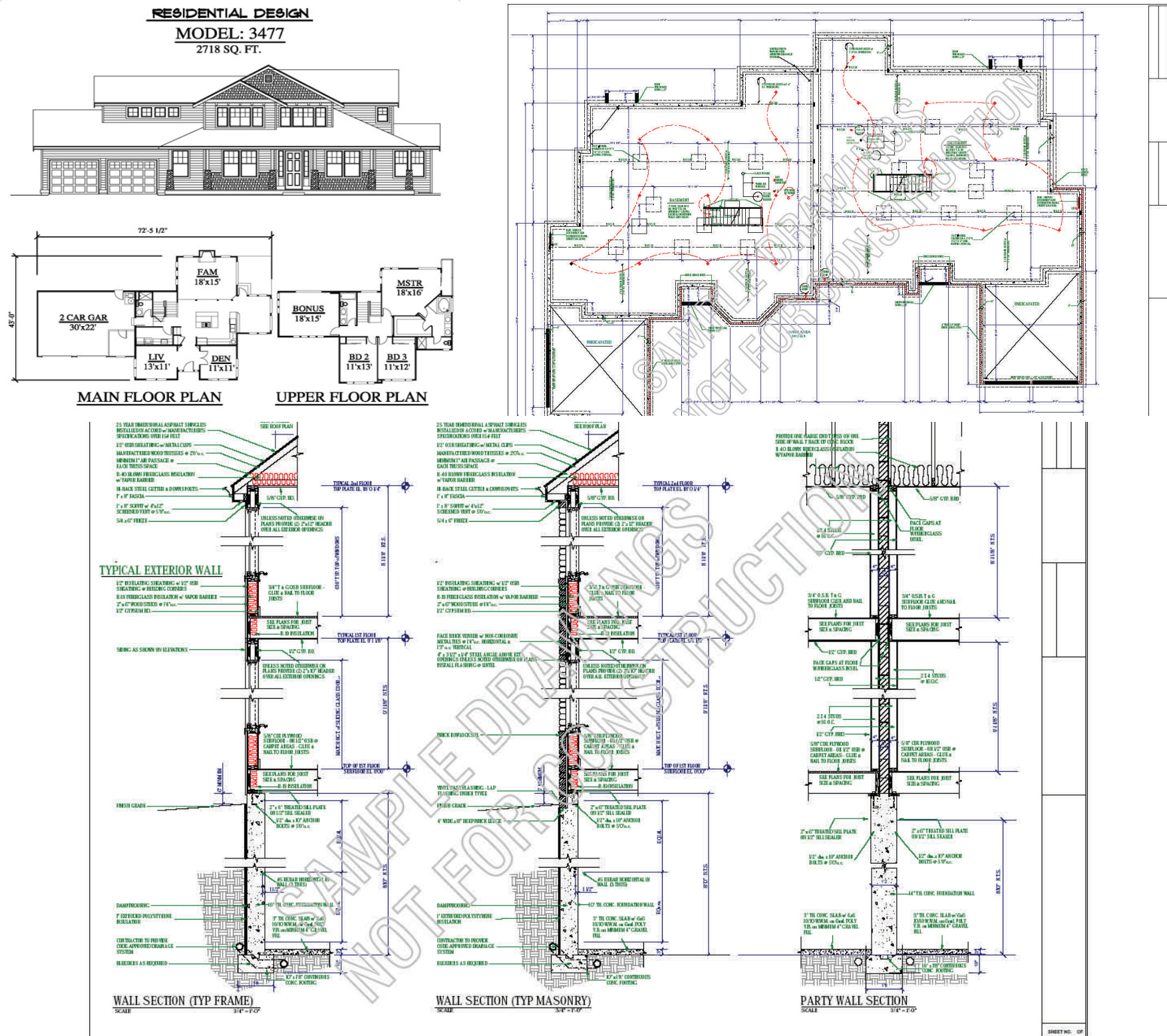
**EXTERIOR ELEVATIONS: 2 Sets**

- Recommended scale: 1/4" = 1'-0"
- Identify finish materials to be used
- All four elevation views
- Indicate finish grade location at building exterior

**STRUCTURAL AND ARCHITECTURAL DETAILS: 2 Sets (to include all applicable from following)**

- Recommended scale 1/4" = 1'-0"
- Roof, to include eaves, overhangs, rake and gables
- Floor changes (i.e., slab-to-wood frame, elevation changes, etc)
- Handrails, guardrails and support details
- Structural framing details
- Structural section with details at foundation, floor and roof levels
- Cross section view in each direction specific to the structure, generic not acceptable
- Identify all materials, material sizes, spacing, etc.

**SAMPLE RESIDENTIAL PLAN CHECKLIST**



- **PREFABRICATED TRUSSES: 2 Sets**
- Roof framing plans with truss layout sheet identifying and showing locations of all trusses
- Specify truss manufacturer on the drawings
- Truss configuration and location
- Structural engineer of record is to design the permanent truss bracing and provide calculations and detail on the plans at the time of plan submittal
- **HVAC PLAN: 2 Sets (to include all applicable)**
- Location of HVAC equipment
- Gas line drawing showing line lengths, line sizes and input rating in BTUs of all equipment
- **PLUMBING DETAILS: 2 Sets**
- Show all plumbing fixture and water heater locations
- Show all floor drain locations
- **ELECTRICAL PLAN: 2 Sets**
- Service meter location and main breaker size in amps
- Sub-panel location(s)
- **STAIR DETAILS: 2 Sets (specific to the plan, not generic)**
- Stairway width, rise, run, landing length, and headroom height
- Handrail, guardrail, and baluster details
- **ENERGY: 2 Sets**
- Energy compliance report based on the requirements of Chapter 11 of the 2001 International Residential Code (IRC) (the computer-generated version showing compliance to the 2001 IECC is acceptable).

For more information contact:

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