

## **RESIDENTIAL BUILDING PLAN SUBMITTAL CHECKLIST**

With the completed Application for Plan Review and Building Permit, **three (3) complete sets of Drawings and Specifications must be submitted**. One set of approved drawings will be returned to the applicant and must be kept on the jobsite at all times and available to the Code Inspector. **A copy of the Zoning Permit from your Municipality will be required prior to a Building Permit being issued.**

**At a minimum, the site plan must include the location and size of the proposed construction and all existing structures. Proposed finished grades, lot line setbacks and streets must be shown.**

*All Plans and Specifications must include the following as applicable:*

- Building area and height
- Details of safety glazing installation
- Elevations of all sides of building and room ceiling heights
- Complete floor plans with all rooms and spaces labeled and dimensioned
- Size (width and depth) of Footings and Piers along with rebar details
- Size and type of Foundations along with anchor and rebar details
- Type, size and location of all beams, columns and supports
- Concrete floor details (vapor barrier as required)
- Species and grade of all framing lumber
- Size, spacing and direction of floor joists
- Details of framing for all openings in floors and roofs
- Size, type and grade of all sheathing
- Size, grade and spacing of all interior and exterior wall studs
- Size, type and location of all headers
- Size, type and location of interior and exterior wall covering
- Size, direction, and spacing of all roof rafters and ceiling joists. If trusses are used, stamped specification sheets must be submitted and available on the jobsite.
- Pitch, type and details of all roofing and ventilation
- Stairway tread and riser sizes, headroom, height of handrail.
- Fireplace hearth, firebox, distance to combustibles, lintel & chimney construction
- Chimney footing sizes, termination level above roof, flue and thimble size
- Sizes, type and manufacturer of all windows and doors including the “U Factor” – rating sticker must left on windows for final inspection
- Location and type of all wall, ceiling and floor insulation including “R value”(Please indicate Compliance Path used to meet the International Energy Conservation Code and include specific calculations for review).
- Location, size, type and manufacturer of all mechanical equipment including efficiency ratings – ratings must be on equipment for final inspection