



Plan Submittal Checklist for Single Family Residence

Submittal will not be considered complete without the following

**All submittal documents must also be provided on a thumb drive in electronic format (PDF).
2 Sets - Site Plan and Building Plans – 24x36**

- ❑ 2 (two) copies of site plan, drawn to scale (1" =20') on minimum "24x36" paper. Details to include: setbacks, easements, other structures & features, adjacent right-of-ways, drive access, septic and/or utility lines, and contours of grade at 2-foot intervals.
- ❑ 1 (one) Cross Connection Questionnaire Form
- ❑ 2 (two) copies of the Stormwater Mgmt./Erosion Control Plan drawn to scale (1"=20') with a description of the project, including area to be graded, filled, excavated, cleared or ditched; amounts of fill, heights of cuts and slopes, type of material imported and any impervious surfaces to be created. The plot plan must show the drainage of the site and all proposed erosion and sediment controls to be used during the entire development process. Please show methods, i.e.: silt fencing, fabric ground cover, silt pond, vegetative buffer, etc.
- ❑ 2 (two) sets of building plans / paper copies –min size 24x36 - of all other information included in plans (i.e.: structural detail drawings, structural engineering, civil)
 - ❑ Foundation Plan: footing size, wall height, section view & reinforcing. Provide design calculations for basement walls that are not supported by concrete cross walls spaced per 2015 IRC Table 404.1-b.
 - ❑ Floor plan with room use identified.
 - ❑ Floor framing plan for each room (post & beam or joist w/size & spacing)
 - ❑ Window & door sizes, header sizes, U-values
 - ❑ Ceiling/roof framing plan or truss layout from truss manufacturer with hanger and reactions for girder/carrier trusses. Truss drawings for TJI's or BCI's.
 - ❑ Complete building sections – special sections (show floor, wall & ceiling height, insulation R-value of floors, walls & ceilings. Show sections through stairs –headroom)
 - ❑ Construction details (i.e. structural members, insulation. Sheathing, siding, roofing, bracing dimensions, etc.)
 - ❑ Exterior porches & decks (resistance to decay including support footings)
 - ❑ Special equipment (fireplace, woodstove, hydro-massage tub, etc.)
 - ❑ Location of all smoke detectors
 - ❑ Handrail/guardrail details for stairs, landings, decks
- ❑ Energy Work Sheet
- ❑ Engineering for special conditions:
 - ___ Basement & retaining walls 4 feet and higher
 - ___ Beams supporting combined roof & floor loads
 - ___ Beams supporting other beams or girder trusses
 - ___ Shear walls where bracing not provided as required.