

# NEW SINGLE FAMILY RESIDENTIAL

## PLAN SUBMITTAL REQUIREMENTS

Name of Applicant \_\_\_\_\_ Permit application # \_\_\_\_\_

Building Address or Lot # \_\_\_\_\_

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 items have been checked by you, sign the bottom of the form and have the Building Department verify that all needed information is included. Submit the form with your application, plan review deposit, **and two (2) sets of plans** for Building Department review. NOTE: APPLICATIONS FOR BUILDING PERMITS CANNOT BE ACCEPTED FOR PLAN REVIEW UNTIL THE SUBMITTAL IS COMPLETE.

\*In some instances items on this list may be deemed not applicable; consult with the building department prior to submittal.

## ZONING APPROVAL

\_\_\_ Approval signature from Planning and Zoning

## BUILDING PERMIT APPLICATION

\_\_\_ Contractors name, phone number, address, and contractor's state license number for:

\_\_\_ General contractor - attach copy of license

\_\_\_ Mechanical contractor - attach copy of license

\_\_\_ Type of improvement/kind of construction

\_\_\_ Signature of owner, contractor, or authorized agent with date signed

## SITE PLAN

\_\_\_ Drawn to scale with scale indicated (1"=20' or larger)

\_\_\_ 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, exterior stairs, landings, patios, and decks

\_\_\_ Relative elevations of top of foundation and all lot corners,

The reference datum shall be selected by one of the following:

1. The average elevation of the top back of curb abutting the lot on which the building is to be built.
2. In the absence of curb and gutter, the average elevation of the center line of the street abutting the lot on which the building is to be built.

3. Where any part of the rear lot line is more than 6 feet above the average top back of curb, the average elevation of the perimeter of the lot on which the building is being built.

- Proximity of building to any slopes greater than 3 horizontal to 1 vertical showing steepness and height of slope
- Location, type, and elevation of any retaining walls

### **BUILDING PLANS**

- Drawn to scale with scale indicated (1/4"=1' or larger)
- Identify options which will be used on plans and cross out any options shown on plan not to be used
- Footing plan with all continuous and spot footing sizes, location, and reinforcement
- Floor plan layouts and use of all rooms (include future uses)
- Main floor
- Second story
- Basement (indicate portions finished or unfinished)
- Garage/carport
- Dimensions for overall length and width
- Complete dimensions of all rooms, decks, porches, landings, stairs, cantilevers, bearing walls, and column locations
- Ceiling heights all levels
- Sizes and types of doors
- Sizes and types of windows (showing required safety glazing)
- Window well dimensions for emergency escape windows below grade
- Fire separation between house and garage
- Stairway landings, rise, run, handrail, and headroom heights for interior and exterior stairs
- Guardrail height and pattern
- Building elevations (exterior views)
  - Front
  - Rear
  - All sides
- Finish grade line on all sides
- Pitch of roof
- Finish materials
- Attic ventilation and access RESIDENTIAL 7.01.10 3
- Crawl space ventilation and access
- Cross sections drawn SPECIFICALLY for this structure with materials to be used
- Typical footing size, depth, and reinforcement
- Foundation wall height, thickness, and reinforcement
- Foundation sill and anchor bolts
- Wall material, stud size and spacing, wall sheathing, interior finish, weather barrier, exterior finish, and masonry veneer
- Floor sheathing
- Solid blocking
- Roofing material and sheathing
- Framing details
- Braced wall panel locations, methods, materials, and details for homes that qualify as conventional construction



