

## Checklist - Residential Submittal Review Requirements

### Application Form:

\_\_\_\_\_ All areas filled out

### General:

- \_\_\_\_\_ Plans are scalable  
 \_\_\_\_\_ Plans are legible  
 \_\_\_\_\_ Property is platted  
 \_\_\_\_\_ Plans are consistent between sheets

### Site Plan:

- \_\_\_\_\_ Property lines with setbacks  
 \_\_\_\_\_ North arrow  
 \_\_\_\_\_ Address and legal description  
 \_\_\_\_\_ Corner pin elevations  
 \_\_\_\_\_ Minimum grade elevation (MGE)  
 \_\_\_\_\_ Street names  
 \_\_\_\_\_ Paving locations  
 \_\_\_\_\_ Easements indicated  
 \_\_\_\_\_ Building(s) shown with dimensions to property lines

### Floor Plans:

- \_\_\_\_\_ Room labels  
 \_\_\_\_\_ Exterior dimensions  
 \_\_\_\_\_ Plumbing fixtures including floor drain  
 \_\_\_\_\_ Square footages indicated (garage, finished and unfinished)  
 \_\_\_\_\_ Cabinetry  
 \_\_\_\_\_ Indicate lower level finish (locations of finished areas if partially finished)  
 \_\_\_\_\_ Decks, patios, awnings, and porches  
 \_\_\_\_\_ Bracing methods if alternative methods required  
 \_\_\_\_\_ Window wells  
 \_\_\_\_\_ Safety glazing locations  
 \_\_\_\_\_ Attic access indicated  
 \_\_\_\_\_ Crawl space access indicated  
 \_\_\_\_\_ Rating of walls and their locations  
 \_\_\_\_\_ Rated doors indicated (garage to house, mech. room, etc.)  
 \_\_\_\_\_ Where engineering required, locations of engineering indicated

### Foundation Plan:

- \_\_\_\_\_ Indicate footings, foundation walls including at stoops and patios, interior column pads, deck piers/footings  
 \_\_\_\_\_ Window well locations  
 \_\_\_\_\_ Unexcavated space and crawl spaces indicated

### Exterior Elevations:

- \_\_\_\_\_ Building height dimension  
 \_\_\_\_\_ Finished floor elevation noted  
 \_\_\_\_\_ Decks, patios, awnings and porches indicated.  
 \_\_\_\_\_ Indicate doors to be secured where a future deck will be built under separate permit

### Roof Plan:

- \_\_\_\_\_ Roof drainage & slope

### Sections:

- \_\_\_\_\_ R-values indicated for walls, floors, and ceilings  
 \_\_\_\_\_ Glazing U-value indicated  
 \_\_\_\_\_ Attic ventilation indicated at soffits, ridge vents, etc.  
 \_\_\_\_\_ Wall section indicating general construction and components  
 \_\_\_\_\_ Separate wall sections where significantly different conditions from those shown on the main wall section exist (cantilever into garage, 3-season room, appendage of home on piers, etc.)  
 \_\_\_\_\_ Basement wall construction including furred out walls w/ vapor barrier or gypsum board  
 \_\_\_\_\_ Stair sections with tread and riser dimensions, handrail height, headroom, gypsum board for storage underneath  
 \_\_\_\_\_ Sections at decks, 3-season rooms and covered patios indicating all materials types and sizes  
 \_\_\_\_\_ Details of fire-resistive assemblies (show full height wall)

### Engineering (required at plan review submittal)

- \_\_\_\_\_ Pre-engineered building construction  
 \_\_\_\_\_ Appendages to structure over 200 sq. ft. with pier footings  
 \_\_\_\_\_ Core floor and foundations supporting core floor

### Engineering (required on site, indicated on plans)

- \_\_\_\_\_ Pre-engineered trusses  
 \_\_\_\_\_ Walls over 10' where truss span is greater than 24'  
 \_\_\_\_\_ Wind bracing methods not listed as an approved alternative  
 \_\_\_\_\_ Fixed awnings over 54" deep  
 \_\_\_\_\_ Retaining walls over 4 feet tall  
 \_\_\_\_\_ Steel column and headers

### Items for Townhomes Only

- \_\_\_\_\_ Future property lines indicated  
 \_\_\_\_\_ Details of fire-resistive assemblies (show full height wall)

This checklist is not to be construed as all-inclusive or absolute with regard to submittal requirements or code compliance. Additional information may be required from this and other departments for plan review and permit issuance.