

Residential Plan Submittal Checklist



Project Address: _____ **Date:** _____

The following documentation is required for every residential permit submittal. Place a check mark in the box if provided.

Document Submittals: (3) 11" x 17" or larger construction plans, and (1) electronic set in a pdf format on a cd. All submittals shall be drawn to a scale not smaller than 1/4" = 1', except for the site plans which must be drawn not smaller than a scale of 1" = 20'.

Drawings containing a label such as "**NOT FOR CONSTRUCTION**" or "**FOR PRICING ONLY**" will not be accepted for permit application.

Residential Permit Application. If the question does not apply to the project, please enter "N/A".	
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Site Plans. Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted building lines, driveways, all easements, and the address and legal description of the lot.	
Exterior Elevation Plans. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.	
Structural Plans. Structural plans must show second floor framing, ceiling framing, roof framing, headers, and beams.	
Foundation Plans, to include: Conventional rebar slab foundation details; or Post tension foundation with engineer's seal and/or letter.	
Floor Plans. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights.	
Electrical plans (may be combined with floor plan). Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.	
Plumbing plans (may be combined with floor plan). Plumbing plans must show location of fixtures, water heaters, and gas outlets.	
Energy Compliance Report (2015 IECC) - REScheck including checklist	

Plans Submitted By: _____ Company Name: _____

Plans Accepted By: _____ Date: _____

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Development Services

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