



RESIDENTIAL REQUIREMENTS/CHECKLIST

Check each box to verify requirements are met.

Plan check fee is required at submittal time.

I - SITE PLAN

- 3 Copies required, 1 may reduced to 8 ½ x 11
- Legible, including North arrow & drawn to scale (such as 1" = 20')
- Ensure orientation of footprint matches floor plan (i.e. garage left) Also verify that house matches address
- Include property line locations & existing easements with dimensions
- Include the location of utilities (water, power, etc...)
- On steep lots with over a four-foot elevation differential, show existing and proposed finished grade based on spot elevations and 2-foot contours over entire site and extending 5-feet onto surrounding projects; include corner elevations of all structures with finished ground-floor elevations as well as height of finished walking surface
- Show adjacent street names
- Perimeter outline of existing & proposed structures with distances to all property lines & between structures; setbacks shall be identified with written dimensions as well as to scale
- Indicate height of all structures inclusive of roof ridgelines, tree locations, & trunk diameter
- Show building & garage entrances as well as driveway & access from street
- Indicate building surface coverage calculations (square footage of lot, footprint, and percentage of lot coverage)
- If on septic system, show drain field location; septic location; authorization form will need to be submitted with plans

II - Vicinity Map

- Contact County assessor and copy of assessor map

III - Plans

- 1 set of floor plans & elevations (legible & drawn to scale (such as 1/4 " = 1 ")
- 2 sets which include the following
 - Design specifications, include energy path, soil type
 - Foundation plan showing all structural elements including hold-down locations, vent size and locations
 - Elevations accurately representing building site and grading (1 for each side of the building), 2 views for additions or remodels
 - Typical cross sections for the living space & garage space
 - Lateral bracing design per 602.10 or engineering design; clearly show on construction documents
 - Any engineering must have two sets (one which may be wet-signed the other a photocopy)
 - Detailed floor plans with square footage, include location of heat source, and water heater as well as type (gas or electric); also indicate emergency egress windows with required dimensions and sill height location for bedrooms and basements
 - Floor framing (if using an engineered system, a layout will be required from the manufacturer, including the size, type and spacing of all floor joists, as well as the size and type for all supporting beam & cross-referenced design calculations). All floor framing sheets, details and beams must match
 - Roof framing (if using Roof Trusses provide engineering details of all trusses to be used including a layout indicating the placement of each truss). Include engineered drag trusses and truss bracing details
 - Beam calculations with all beams and multiple joists exceeding prescriptive code requirements, identified and cross-referenced on plans
 - Jurisdictional specifics (local requirements for zoning and land use may be added to checklist)

