

ONE AND TWO FAMILY DWELLING SUBMITTAL CHECKLIST

Project Address _____

Lot # _____ Block# _____ Subdivision _____

Contact Person's Name _____ Contact Person's Phone # _____ Contact Person's Fax # _____

Contact Person's Address _____

Owner's Name _____ Owner's Phone # _____

Owner's Address _____ Owner/Builder? _____

Contractor's Name _____ Contractor's Phone # _____ **CCB#** _____

G Active

9 New Construction **9** Remodel **9** Addition **9** Other **Project Valuation \$** _____

Project Description _____ Number of Bedrooms _____ Number of Bathrooms _____

Type of Construction _____ # of Stories _____ Sq Ft Finished _____ Sq Ft Unfinished _____ Sq Ft Garage _____

- _____ 1. Three copies of plot plan (**minimum size 11" x 17"**) drawn to scale which includes the following:
 - A. Building footprint, roof line and all planned decks, include square footage of roof line (roof drainage area)
 - B. North arrow, scale, lot dimensions, setbacks, and all public and/or private easements, names of all adjacent streets, and all property lines including those within the project site
 - C. Ground slope direction(s), elevations at all property corners, finish floor elevation, and elevation of top of curb or edge of pavement at frontage corners and elevation of low point drain.
 - D. Location, size, material, and slope of rain drains and underfloor/footing drain.
 - E. Existing public and private utilities located on property, such as water meter, storm and sanitary services manholes, water valves, ditches, etc.
 - F. Driveway and sidewalk location and layout, including driveway slope.
 - G. Erosion Control Permit Application Form.
- _____ 2. Two copies of all other information included in plans, drawn to scale - if plans are reversed, plans of foundation & floor layout as built are required.
- _____ 3. Indicate energy path (2" letters) & detail component values on sections.
- _____ 4. Foundation plan including footing size, wall height, sections & required reinforcing.
- _____ 5. Footing details for exterior porches, decks, roofs and awnings.
- _____ 6. Floor framing plan at each floor (post & beam or joists w/size & spacing).
- _____ 7. Ceiling/roof framing plan or truss layout with reactions.
- _____ 8. Floor plan showing room I.D.'s and all plumbing fixtures.
- _____ 9. Window sizes, typical and garage header sizes.
- _____ 10. Location and size of crawl space and attic access.
- _____ 11. Special equipment (fireplace, woodstove, hydromassage tub, tub access panel, etc.)
- _____ 12. Complete building sections - special sections.
- _____ 13. Construction details for structural members, insulation, sheathing, roofing, bracing, etc.
- _____ 14. Location of smoke detectors.
- _____ 15. Handrail, guardrail, stair headroom and stairs/landing details.
- _____ 16. Engineering for special conditions (truss, high walls, bracing, etc.) to be transferred to plans - expiration date of engineering stamp must be show. One copy must have an original signature.
- _____ 17. Heat source: location, gas, electric or woodstove, etc.
- _____ 18. TJI layout

Note:

- _____ 1. Truss engineering must be at site for inspection during construction. Geo-technical analysis may be required in areas of fill, hazardous areas.
- _____ 2. If associated plumbing, mechanical and/or electrical permits are required to complete this project, these permits must be obtained prior to the issuance of the building permit.

Print Name

Signature