

RESIDENTIAL REMODEL OR ADDITION PLAN SUBMITTAL REQUIREMENTS



APPLICATIONS FOR BUILDING PERMITS CANNOT BE ACCEPTED FOR PLAN REVIEW UNTIL THE SUBMITTAL IS COMPLETE.

Owners can do their own work, however all work must comply with:

- 1. TWO SETS (MINIMUM 11x17 - ALL PAGES MUST BE THE SAME SIZE)** signed and dated with Architect or Engineering wet stamps (only if an design professional is being used).
- 2. CONSTRUCTION DOCUMENTS: ONE (1) SET HARD COPIES**
- 3. A DISK WITH THE .pdf COPY OF BOTH PLANS AND CONTRUCTION DOCUMENTS**
- 4. “DESIGN BUILD” IN LIEU OF PROPER PLANS IS NOT ACCEPTABLE**
- 5. FIRE SPRINKLER AND ALARMS CAN BE DEFERRED SUBMITTAL**

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 following items has been checked by you, sign the bottom of the form. Submit this form along with your application, plan review deposit, and 1 set of plans for Building Department review.

SITE PLAN (FOR ADDITIONS)

- 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, patios, and decks
- Relative elevations of top of foundation and lot corners
- Location, type, and elevation of any retaining walls

FLOOR PLAN OF NEW AREAS

- Floor plan layout. Indicate uses of all rooms in existing home
- Basement plan (indicate finished or unfinished)
- Complete dimensions of all rooms, decks, porches, halls, stairs, cantilevers, bearing wall, and column locations
- Ceiling heights all levels
- Sizes and types of doors and windows (showing safety glazing)
- Fire separation between house and garage (attached garage)
- Stairway landings, rise, run, handrail, and headroom heights
- Guardrail height and pattern
- Building elevations (exterior views and finish materials) North, South, East & West
- Attic and crawl space ventilation and access

CROSS SECTIONS: drawn SPECIFICALLY for this structure with materials to be used

- Footing size, depth, and reinforcement
- Foundation height, thickness, and reinforcement

