

Residential Home Building Permit Checklist

All plans shall include the following:

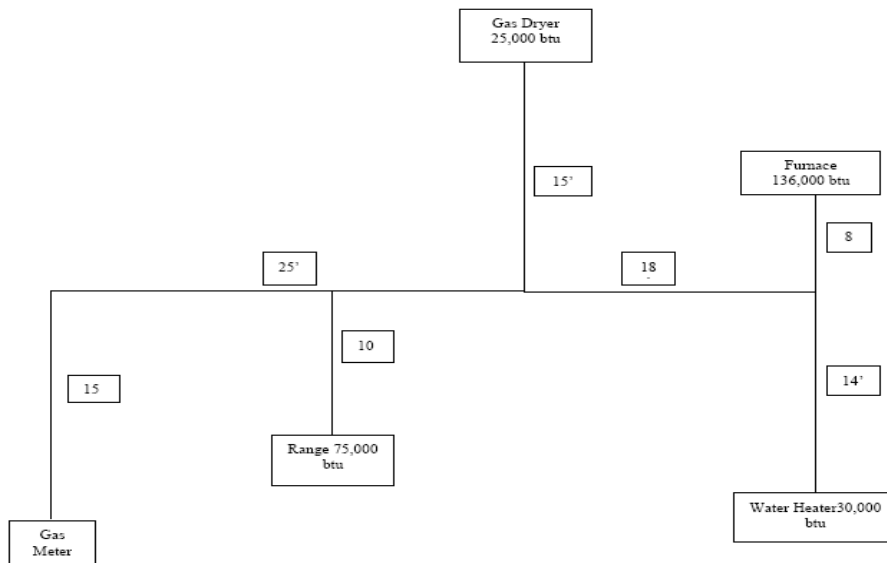
- ◇ One (1) complete set of working drawings and one (1) PDF.
- ◇ One (1) set of engineering and one (1) PDF.
- ◇ One (1) scaled site/plot plan on 8.5"x11" paper and one (1) PDF.
- ◇ Owner's name, subdivision name, plat, lot number, and street name(s) that front on any side of the property.
- ◇ Any easements on the lot including the Public Utilities Easement (10')
- ◇ The grade of the building signed stamp with provided information on plans
- ◇ Accurate setbacks on each side
- ◇ Elevations to scale
- ◇ Architectural review committee approval signature/ architectural committee release form
- ◇ Both sets of plans with engineer requirements must be wet stamped
- ◇ Footing and foundation detail showing steel requirements
- ◇ Shear wall definitions, locations and connections
- ◇ Hold down definitions and locations
- ◇ Roof design engineering and layout showing location of point loads and connection requirements (One complete set of truss manufacturer spec's printed copy at 4-way)
- ◇ Post and beam sizes and locations
- ◇ Two sets of fire sprinkler plans when required
- ◇ HVAC PLAN: 2 Sets to include all applicable:
 - a. Location of HVAC equipment
 - b. Gas line drawing, including input rating in BTUs of all equipment (sample on reverse)
 - c. Provide a ductwork layout plan including sizes and lengths of all ductwork
 - d. Provide heat loss calculations demonstrating compliance with the IRC which states "Heating and cooling equipment shall be sized based on building loads calculated in accordance with ACCA Manuel J, D, and S.
- ◇ MEC check or equivalent (Model Energy Code)
- ◇ \$500.00 Deposit due at submittal

Regulations:

- ◇ Plans will only include what will actually be built (options shown are not approved)
- ◇ 'Reversed plans' will not be accepted
- ◇ Height may not exceed 35 feet - measured to the highest peak from the top of the foundation on the elevation on the high side of the lot.
- ◇ The grade of the building (finished grade at the highest point touching the foundation may not exceed 12% slope from the top back of curb; exposed foundation may not be taller than 24 inches- see attached handout with this application)
- ◇ Elevations must show the actual grade of the lot where the home is being built. If our grading plan shows a drop or rise in elevation on the lot you have submitted a plan for and the elevation drawing does not reflect this change of grade, then the plans will be rejected.
- ◇ Must meet retaining wall requirements
- ◇ Plans cannot be simply photo-copied from previous plans from previous lots due to topography; soils; etc
- ◇ Environmental fence installed on property lines contiguous with open space, park or trail.

Date _____

Signed _____



ONLY SHOW

1. Show the BTU's
2. Put length of pipe between joints
3. Put appliance