

## Residential Plan Review Submittal List

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### **ALL INFORMATION THAT IS ON THIS LIST THAT APPLIES TO YOUR JOB MUST BE SHOWN ON THE PLANS**

*All components of this list may not apply to your application, please submit ALL that does apply.*

**Note: IF** your plans show an **actual stair case** to an attic area that has a floored surface and not a pull down ladder or access hole, the attic area will be counted as heated square feet regardless of whether or not there is duct work provide to that area. If there are **actual stairs and a floored surface** in the attic it is considered heated square feet.

- ☐ One set of plans with **minimum ¼ inch =1 foot scale** containing **ALL** the items listed that apply to your job.
- ☐ One extra floor plan 8 ½ x 11
- ☐ Plot plan with street name and lot number, setbacks and utilities/drainage easements
- ☐ Indicate laminated or pre-engineered structural members wherever applicable and provide engineered drawings on job site at time of inspection.
- ☐ Soil report required if construction is on fill or unstable soil (muck etc.).
- ☐ Indicate the use of all rooms (i.e. kitchen, bedroom, garage etc.)
- ☐ *If proposed structure is to be built in a flood "A" plans must show **all** information required for flood zone construction (see flood zone application).*
- ☐ *Show elevation for structure in "A" zones. A Separate **Flood Plains Permit** is required with all structures built in the Floodplains.*

#### **Foundation Plans:**

- ☐ Slab location on the lot, thickness, p.s.i. rating of concrete, vapor barrier, soil treatment and indicate wire-mesh installation or re-enforcement
- ☐ **Show any changes in slab elevation. Drawings must specify the proposed "Lowest Living Floor Elevation".**
- ☐ Footing type, location, dimensions and steel reinforcement size.
- ☐ Location of all vertical steel reinforcement and rating.
- ☐ When using post, pilings, or columns show location, size and spacing, and design ton capacity on pilings.
- ☐ Pile cap/grade beam detail.
- ☐ **Electrical ground location-Electrical**

#### **Floor Plan (each level):**

- ☐ Drawing showing location of all walls, doors, windows, stairs, fireplaces, etc.
- ☐ Dimensions (overall and by area).
- ☐ Door and window sizes.
- ☐ Handrail and guardrail location and dimensions.
- ☐ Tempered glass location (if applicable).
- ☐ Plumbing fixtures and appliances location- Plumbing
- ☐ Attic access location

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- ☐ Smoke detector locations- Electrical
- ☐ Show locations of ceiling fans, chandeliers or other large electrical fixtures-Electrical
- ☐ Show location of H & A Appliances-HVAC
- ☐ Break out square footage as follows: total living area, living area each level, garage area, covered porches, patio or entry and total area under roof.
- ☐ Stair location and finished dimensions and materials.

### Floor Framing Layout:

- ☐ Specify size, spacing and position of all structural framing members.
- ☐ Specify pre-engineered floor trusses or joist.
- ☐ Specify size and location of girders or beams.
- ☐ Specify all truss and joist hangers and hurricane tie-downs.
- ☐ Indicate cantilevered trusses/rafters where applicable.
- ☐ Overall dimensions.

### Roof Framing Layout:

- ☐ Specify size, spacing and position of all structural framing members, including beams.
- ☐ Specify if pre-engineered trusses are to be used. (Truss engineering required on job site at time of inspection)
- ☐ Specify roof slope.
- ☐ Indicate cantilevered trusses/rafters where applicable.

### Typical Wall Section:

- ☐ Provide **detailed cross section** of **all** structural components and materials; specify connections, fasteners, show dimensions bracing and size used from the bottom of the foundation to the finished roof.
- ☐ Wall section to cover maximum number of stories (i.e. 2 story must show 2 story).
- ☐ Type of roof covering, wall and ceiling construction/components.

### Stair and Guardrail Details:

- ☐ Detail of stair design, show tread width and depth, riser height, landing dimension and handrail detail.
- ☐ Show minimum headroom clearance.
- ☐ Detail of handrail and/or guardrail, showing height and baluster spacing

**Electrical, Plumbing and HVAC permits** are separate and the sub-contractor must pull the permit

**Fences/ Pools/ Accessory Buildings, etc. – These types all require separate permits**

**Any work without a permit imposes a surcharge of \$150.00 above the permit amount and other fees.**