



Residential Plan Submittal Checklist

Please submit the completed form to the Building Inspections Division upon submittal for permit.

Project Address: _____ Date: _____

The following documentation is required for every residential permit submittal. Place a check mark in the box if provided.

| | Builder | Town |
|---|---------|------|
| Residential Permit Application. If the question does not apply to the project, please enter "N/A". | | |
| Non-Refundable Plan Review Fee of \$300. To be applied to the overall permit fee upon permit approval. | | |
| Public Works Water Meter Request Form. | | |
| Residential Plan Submittal Checklist. | | |
| Plot Plans. Two (2) copies. <i>One plan must be a maximum of 11" X 17".</i> | | |
| Lot dimensions and area. | | |
| Plan footprint. | | |
| Setbacks (front, rear and sides). | | |
| Complete address (including subdivision name, phase, lot and block). | | |
| Easement locations. | | |
| Driveways and sidewalks. | | |
| Slab area and coverage percentage. | | |
| North arrow. | | |
| Finished Floor Elevation (if required per plat). | | |
| Driveway width. | | |
| Energy Report. Two (2) copies. Report must show compliance with the Town's currently adopted IECC. | | |
| Engineer Plans. Two (2) copies. <i>One plan must be a maximum of 11" X 17".</i> | | |
| Engineer's letter for foundation showing compliance with the Town's currently adopted IRC. | | |
| Foundation design, sealed by an Engineer. | | |
| Sheer Wall Plans, sealed by an Engineer. | | |
| Framing Plans, including Ceiling, Floor and Roof, sealed by an Engineer. | | |
| Third party Floor Truss plans from the manufacturer, if applicable. | | |
| Architectural Plans. Two (2) copies. <i>One plan must be a maximum of 11" X 17".</i> | | |
| Floor plans, indicating adequate means of egress and tempered glass locations. | | |
| Elevations, showing overall height of the structure. | | |
| Roof Plans, showing roof slope. | | |
| Electrical Plans, showing locations of all GFCI outlets, smoke detectors and carbon monoxide detectors. | | |
| Masonry Calculations, showing the square footage of all 4 elevations and total unit masonry percentage. | | |
| Stair Details, if applicable. | | |

If "Yes" to any of the below, a fire suppression system will be required.

Building Height = 35 feet +: _____ Conditioned Area = 5,500 s.f. +: _____ Number of Stories = 3+: _____

Plans Submitted By: _____ Company Name: _____

Plans Accepted By: _____ Date: _____