



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 each residential permit submittal. Place a check mark in the box, if provided.

	Builder	Town
Residential Permit Application. If the item does not apply to your 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 (with width dimensions noted).		
Slab area and coverage percentage.		
North arrow.		
Finished Floor Elevation (if required per plat).		
Fence location.		
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 per story, per elevation.		
Stair Details, if applicable.		

If "Yes" to any of the below, a fire suppression system shall 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: _____