



Residential Plan Submittal Checklist

All residential dwelling units shall be designed to comply with the 2012 International Residential Code and the 2014 National Electric Code. Before submitting your plans for review please ensure that you have included the required documentation stated below.

DOCUMENTS REQUIRED FOR PLAN SUBMITTAL Minimum Submittal Size 11" X 17"

Completed Application

Job Address	Project Valuation	Class of Work
Structure Information	Owner Information	General Contractor Information
Subcontractor Information	Signature and Date	

Site Plan (x1)*

Show all easements associated with the lot
Location of proposed structure, driveways and sidewalks
Proposed set back dimensions from all property lines.
(Measurements shall be take at a right angle from the face of the exterior wall to the property line at the shortest distance)

Wind Bracing Plan (x1)*

Plans shall be to scale
Plans shall show labeled Wind Brace Lines
Wind Brace Lines shall indicate which method of Brace Wall Panels to be used
Provide the separation distance between each Wind Brace Line

Building Floor Plan (x1) *

All rooms must be labeled for their intended use
Provide a table for the square footages of the structure
1st Floor Living
2nd Floor Living
Garage Square Footage
Total square footage for all porches and patios

Building Elevations (x1)*

Provide plate heights
Provide roof ridge heights
Provide masonry calculations (Shall Comply with [B-743-06](#))

Proposed Final Grading Plan (x1)

May be shown on Site Plan indicating the direction of the drainage

Sealed Engineered Foundation Plan (x1)*

Energy Compliance Forms (x1)

Must be [IC3](#), [Energy Gauge](#) or [RemRate](#)

*The foundation, floor plan, wind bracing, and site plan shall all be oriented the same direction

Office Use Only

Submittal Accepted By _____

_____ Date