

In order to expedite the building permit process for residential plans, the following criteria will be required for all plan submittals. Please allow up to 10 business days for initial review.

Note: The requirements listed below will be for single-family attached and detached units.

1. A complete digital set of building plans with accurate scales.
2. A site plan must accompany all plans indicating the following: all property lines, zoning setbacks, legal description, job address, north arrow, new and existing structures with their dimensions, street infrastructure profile.
3. Floor plans will consist of the following:
 - a. Scales at 1/4" = 1'-0"
 - b. Fully dimensioned plan of each floor
 - c. All window and door sizes (including skylights if available and window well sizes).
Glazing in hazardous locations must be identified.
 - d. Show all plumbing fixtures
 - e. Braced wall panel layout including braced wall lines and braced wall panel locations
 - f. Engineered floor and stick built roof framing plans
 - g. Size of all load-bearing beams, headers and posts
 - h. Room identification (including location of all required smoke and carbon monoxide detectors)
 - i. Wall height and ceiling height
 - j. All design loads shall be specified
4. Elevations will consist of:
 - a. Scale at 1/4" or 1/8" = 1'-0"
 - b. All four elevations
 - c. Extent of foundation walls and footing below finished grade
5. Building sections will consist of:
 - a. Wall section(s)- roof to footing showing all vertical dimensions (i.e. finished floor, finish ceiling and footing depth.)
 - b. Stair sections (including handrail and guardrail heights, stair riser and tread dimensions, head room height and spindle spacing).
 - c. Foundation section showing size of footing and foundation wall along with vertical and horizontal rebar schedule (include footings for decks and porches).
6. Energy code compliance certificate (i.e. REScheck or Prescriptive Path).
7. Heating Design Report (i.e. Manual J Load Calculation Report)
8. Floor joist or floor truss layout from manufacturer for all floors.
9. Complete roof truss layout and roof truss design package from truss manufacturer.
10. Structural engineered design for designs which do not fall under the prescriptive designs of the code.