

## RESIDENTIAL PLAN REVIEW REQUIREMENTS

1. **EROSION CONTROL PLANS:** Please have all your erosion control documents, such as GP#2, minor erosion control permit application, transfer of ownership agreement, etc., in hand. If you need a transfer of ownership agreement, but don't have one, permit will not be issued.
  
2. **COMPLETE ACCURATE SET OF PLANS:** Two accurate copies of each of the following:
  - a. **A SITE PLAN INCLUDING:**
    - i. All setbacks, including setbacks to any other existing or proposed buildings in the lot, in the case of having multiple buildings per lot
    - ii. Easements, location of overhead utilities
    - iii. Driveway width at ROW
    - iv. Erosion/sediment and pollution control:
      1. Drainage patterns and flow direction (arrows)
      2. Erosion control (mulch, straw matting, etc.)
      3. Sediment control (staked-in filter sock, silt fence, etc.). Show protection of designated drainage easements and swales.
      4. Location of concrete washout
      5. Location of stock pile
      6. Location of waste containment
      7. Location of portable toilet (locate away from stormwater inlet)
  
  - b. **BUILDING FLOOR PLANS:** Drawn to scale with square footage and all rooms labeled for their intended use, smoke/CO alarms and exhaust fans locations shown.
  
  - c. **FOUNDATION PLAN:** Show footing type, location, sizes, material specification, and sump pit location. Include deck, sunroom, screen porch, 3-seasons room foundation/footing information on this foundation plan.
  
  - d. **CROSSECTIONS:**
    - i. Footing, all floors and roof
    - ii. Staircase cross-section
    - iii. Fire separation wall cross-section, if applicable
  
  - e. **ELEVATIONS:** Four sides showing height and grade level.
  
3. **COMPLETE CHECKLIST:** Please fill out all fields pertaining to deck/3-season porch/sunroom framing and footing design specifications.

***Applicant will be notified upon completion of review.  
Review and approval process is estimated to take 3 to 5 business days.***

# RESIDENTIAL PLAN REVIEW CHECKLIST

**INCOMPLETE PLANS WILL NOT BE ACCEPTED**

**ADDRESS:** \_\_\_\_\_

		CIRCLE OR ENTER																																			
<b>1.</b>	<b>DISTURBED SITE SIZE</b> MAJOR/MINOR EROSION CONTROL PERMIT APPLICATION	OVER / LESS THAN AN ACRE YES																																			
<b>2.</b>	<b>DO YOU NEED A TRANSFER OF OWNERSHIP AGREEMENT?</b> (IF YES, BUT DO NOT HAVE ONE, PERMIT WILL NOT BE ISSUED.)	YES / NO																																			
<b>3.</b>	<b>SITE PLAN TO INCLUDE THE FOLLOWING:</b> DRIVEWAY WIDTH AT STREET ALL SETBACK MEASUREMENTS ANY/ALL EASEMENTS WITH DIMENSIONS SHOW EROSION CONTROL MEASURES (SEE FRONT PAGE FOR DETAIL) LOT DIMENSIONS DRAINAGE ARROWS	YES YES YES YES YES YES																																			
<b>4.</b>	<b>TWO ACCURATE AND COMPLETE COPIES OF SCALED PLANS</b>	YES																																			
<b>5.</b>	<b>WALL CROSS SECTION</b> (FOUNDATION TO ROOF DECK)	YES																																			
<b>6.</b>	<b>STAIR CROSS SECTION</b>	YES																																			
<b>7.</b>	<b>BRACED GARAGE WALLS, MIN.-2' RETURNS</b>	YES																																			
<b>8.</b>	<b>FRONT, REAR AND SIDE ELEVATIONS</b>	YES																																			
<b>9.</b>	<b>DECK: (ALL INFO ALSO SHOWN ON PLANS)</b> <table border="0" style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 30%;"></td> <td style="width: 15%; text-align: center;">SIZE</td> <td style="width: 15%; text-align: center;">X</td> <td style="width: 30%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td>FOOTING SIZE</td> <td></td> <td>HEIGHT OFF GROUND</td> <td></td> </tr> <tr> <td></td> <td>NUMBER OF FOOTINGS</td> <td></td> <td>STEPS</td> <td style="text-align: center;">YES / NO</td> </tr> <tr> <td></td> <td>BEAM SIZE</td> <td></td> <td>NUMBER OF BEAMS</td> <td></td> </tr> <tr> <td></td> <td>CANTILIVER</td> <td style="text-align: center;">YES / NO</td> <td>BEAM SPAN</td> <td></td> </tr> <tr> <td></td> <td>JOIST SIZE</td> <td></td> <td>CANTILEVER LENGTH</td> <td></td> </tr> <tr> <td></td> <td>COVERED</td> <td style="text-align: center;">YES / NO</td> <td>JOIST SPAN</td> <td></td> </tr> </table>		SIZE	X				FOOTING SIZE		HEIGHT OFF GROUND			NUMBER OF FOOTINGS		STEPS	YES / NO		BEAM SIZE		NUMBER OF BEAMS			CANTILIVER	YES / NO	BEAM SPAN			JOIST SIZE		CANTILEVER LENGTH			COVERED	YES / NO	JOIST SPAN		YES / NO
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<b>10.</b>	<b>SUNROOM/SCREEN PORCH/3-SEASONS ROOM: (ALL INFO ALSO SHOWN ON PLANS)</b> <table border="0" style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 30%;"></td> <td style="width: 15%; text-align: center;">SIZE</td> <td style="width: 15%; text-align: center;">X</td> <td style="width: 30%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td>FOOTING SIZE</td> <td></td> <td>NUMBER OF FOOTINGS</td> <td></td> </tr> <tr> <td></td> <td>BEAM SIZE</td> <td></td> <td>BEAM SPAN</td> <td></td> </tr> <tr> <td></td> <td>CANTILIVER</td> <td style="text-align: center;">YES / NO</td> <td>CANTILEVER LENGTH</td> <td></td> </tr> <tr> <td></td> <td>JOIST SIZE</td> <td></td> <td>JOIST SPAN</td> <td></td> </tr> </table>		SIZE	X				FOOTING SIZE		NUMBER OF FOOTINGS			BEAM SIZE		BEAM SPAN			CANTILIVER	YES / NO	CANTILEVER LENGTH			JOIST SIZE		JOIST SPAN		YES / NO										
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<b>11.</b>	<b>BASEMENT FINISH</b>	YES / NO																																			
	SQUARE FOOTAGE																																				
<b>12.</b>	<b>ENERGY REQUIREMENTS: TO MEET 2018 IECC</b>	YES																																			

**CONTRACTOR SIGNATURE:** \_\_\_\_\_