



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 SET OF TO-SCALE PLANS:** Two copies of each of the following plus one digital copy of the plan:
 - 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.

 - 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	
1-	DISTURBED SITE SIZE		OVER / LESS THAN AN ACRE
	MAJOR/MINOR EROSION CONTROL PERMIT APPLICATION		YES / NO
2-	DO YOU NEED A TRANSFER OF OWNERSHIP AGREEMENT?		YES / NO
	(IF YES, BUT DO NOT HAVE ONE, PERMIT WILL NOT BE ISSUED.)		
3-	SITE PLAN TO INCLUDE THE FOLLOWING:		
	DRIVEWAY WIDTH AT STREET		YES / NO
	ALL SETBACK MEASUREMENTS		YES / NO
	ANY/ALL EASEMENTS WITH DIMENSIONS		YES / NO
	SHOW EROSION CONTROL MEASURES (SEE FRONT PAGE FOR DETAIL)		YES / NO
	LOT DIMENSIONS		YES / NO
	DRAINAGE ARROWS:		YES / NO
4-	TWO COPIES OF SCALED PLANS		YES / NO
5-	WALL CROSS SECTION (FOUNDATION TO ROOF DECK)		YES / NO
6-	STAIR CROSS SECTION		YES / NO
7-	BRACED GARAGE WALLS: MIN.-2' RETURNS		YES / NO
8-	FRONT, REAR AND SIDE ELEVATIONS		YES / NO
9-	DECK:		YES / NO
	SIZE	X	HEIGHT OFF GROUND
	FOOTING SIZE		STEPS
	NUMBER OF FOOTINGS		NUMBER OF BEAMS
	BEAM SIZE		BEAM SPAN
	CANTILIVER	YES / NO	CANTILEVER LENGTH
	JOIST SIZE		JOIST SPAN
	COVERED	YES / NO	
10-	SUNROOM/SCREEN PORCH/3-SEASONS ROOM:		YES / NO
	SIZE	X	
	FOOTING SIZE		NUMBER OF FOOTINGS
	BEAM SIZE		BEAM SPAN
	CANTILIVER	YES / NO	CANTILEVER LENGTH
	JOIST SIZE		JOIST SPAN
11-	BASEMENT FINISH:		YES / NO
			SQUARE FOOTAGE
12-	ENERGY REQUIREMENTS: TO MEET 2015 IECC		YES / NO
CONTRACTOR SIGNATURE: _____			