

Permit#	Plan Received
Applicant's Name	Plan Reviewed By
Location	Plan Released

PRE-SUBMITTAL CHECKLIST-RESIDENTIAL PLANS (for One and Two Family Dwellings, Additions and Accessory Structures)	Incomplete: Correct & Re-Submit	Code Reference Number
<b>Applicant/Contractor Information</b>		
<input type="checkbox"/> Owner's Name, Address & Phone Number		
<input type="checkbox"/> General Contractor's Name, Address, Phone & License #		
<input type="checkbox"/> Electrical Contractor's Name, Address, Phone & License #		
<input type="checkbox"/> Plumbing Contractor's Name, Address, Phone & License #		
<input type="checkbox"/> Electrical Inspection Company		
<input type="checkbox"/> Plumbing Inspection Company		
<b>Site Plan;</b> including:		
<input type="checkbox"/> Lot Size and Setback – Front, Side and Rear Yard		
<input type="checkbox"/> Setbacks(Zoning and Fire Separation) Front, Side & Rear		
<input type="checkbox"/> Utility Lines		
<input type="checkbox"/> Building Footprint (include dimensions)		
<input type="checkbox"/> Off-street Parking		
<b>Construction Drawing;</b> including:		
<input type="checkbox"/> Completed <i>Land Use/Building Permit Application</i>		
<input type="checkbox"/> <i>Standard Construction Plan Addendum</i> – 2 page attachment		
<input type="checkbox"/> Elevations (all 4 Sides-I.e. E,W,N & S)		
<input type="checkbox"/> Roof System (truss specifications)		
<input type="checkbox"/> Floor Plans		
o Foundation		
o First Floor		
o Second Floor		
o Decks/Porches		
o Other		
<input type="checkbox"/> Foundation Details - Typical Cross Sections:		
o Footing (width, thickness and depth)		
o Column and/or Pier Footing Sizes		
o Slab Thickness		
o Foundation Walls		
o Foundation Drainage (pipe, stone, filter cloth, etc.)		
o Concrete Slab (if applicable)		
o Crawl Space Ventilation (if applicable)		
o Anchoring Details (if applicable)		
<input type="checkbox"/> Interior		
o Exterior/Interior Walls - Typical Cross Sections		
o Bedroom Windows (egress windows)		
o Stairways (width, tread depth, riser height)		
o Handrails		
o Smoke Detectors		
<input type="checkbox"/> Exterior Egress		
o Landings		
o Stairways (width, tread depth, riser height)		
o Handrails		
<input type="checkbox"/> Miscellaneous		
o Flue Details		
o Flue Footing Dimensions		

**REVIEW NOTES/COMMENTS/CONDITIONS:**