

## Residential Plan-Plan Review Checklist

Project Name:

Project Contact Name:

Date:

Submission of this completed form is a part of the Residential Application. All items should be "checked off" prior to submittal to ensure a complete submittal. If the applicant deems an item to be "Not Applicable" to the proposed development, it shall be marked as "NA" with an explanation.

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		<b>BUILDING FLOOR PLAN: (Provide 3 copies)</b>				
		Total square footage of the finished floor area				
		Rooms				
		<input type="checkbox"/> Dimensions				
		<input type="checkbox"/> Overall room square footage				
		<input type="checkbox"/> Identify room use (kitchen, etc)				
		Windows				
		<input type="checkbox"/> Location and square footage				
		<input type="checkbox"/> Distance from floor to sill plate				
		<b>BUILDING ELEVATIONS: (Provide 3 copies)</b>				
		Exterior grade levels and height from finished floor level to peak of roof				
		Elevation of all sides clearly labeled				
		Location and height of chimneys and rooftop mounted equipment				
		Exterior material and percentage of masonry (This shows the elevations that are identified on the coversheet)				
		<b>STRUCTURAL PLANS &amp; DETAILS: (Provide 3 copies)</b>				
		Details of provisions for narrow wall bracing				
		Details of stairs, handrails & guardrails				
		Locations & dimensions of exterior decks, stairs & canopies				

				Official Use Only		
Not Applicable	Included	Item Description	Notes	Missing	Incomplete	Code Ref
		Dimensioned floor framing plans & details				
		Dimensioned roof framing plans & details				
		Details & certifications for manufactured trusses & joists				
		Details of bearing wall construction				
		<b>MECHANICAL PLAN: (Provide 3 copies)</b>				
		Location of ventilation systems				
		<b>PLUMBING : (Provide 3 copies)</b>				
		Location and size of all plumbing fixtures and drains				
		Location and type of backflow devices (as required)				
		Identify location of proposed and existing water meter(s) with sizes noted				
		Location and elevation information of all water heaters				
		<b>ELECTRICAL PLAN: (Provide 3 copies)</b>				
		Power floor plan showing receptacles, switches, outlets, etc. (identify if new, existing, relocated)				
		Lighting floor plan including fixture types and wattage				
		Show panel location				
		Label all rooms and areas on floor plans				
		<b>ADDITIONAL DOCUMENTS REQUIRED: (Provide 1 copy of the following unless noted otherwise)</b>				
		Energy Compliance Reports (and worksheets) Res-check not acceptable				
		Geotechnical Report (Soils Report)				
		Stamped Engineered foundation plan with letter (provide 2 copies)				