



CHECKLIST FOR NEW RESIDENTIAL BUILDING PERMIT APPLICATION

All permit applications are submitted through the CSS Portal and must be true and complete including a written Scope of Work narrative.

PERMITS (as applicable)

- ☐ Projects meeting the design requirements by a state licensed Architect must be sealed and dated.
- ☐ Projects meeting the design requirements by a state licensed Professional Engineer must be sealed and dated.

This checklist is designed to help ensure accurate and correct information is submitted for review. Please review the currently adopted codes and amendments in the jurisdiction in which you are applying for a permit.

PLANS & DOCUMENTS (as applicable)

- ☐ The permit application must be complete. Incomplete submittal may result in a delay in review or issuance.
- ☐ Full set of final issued Construction Plans in compliance with applicable sections of the International Building Code, Energy Conservation, Fuel Gas, Mechanical, Plumbing Codes, and National Electrical Code **currently adopted and amended in the jurisdiction in which you are applying.**
- ☐ Construction Cost – total cost of construction only.
- ☐ Prior to approval of building plan, **the Correction items noted on the Plan Review Comment report must be responded to in writing**, and revised documents must be submitted for review. Payment of all fees to all agencies is required to obtain plan and permit approval.
- ☐ When resubmitting plans for re-review, **please provide a complete set of updated plans and a comment response letter detailing how each comment was addressed.** Provide all documents in digital formats only and address responses to the attention of the plan reviewer. If plans are multiple sheets, please combine into one (1) digital plan file. Send complete plan sets. Do not divide.

1. SITE PLAN: Full sets must be drawn to scale with the following details:

- ☐ Utility Easements
- ☐ Street Right of Way
- ☐ Setbacks
- ☐ Dimensions locating proposed structures.
- ☐ Vehicular street accesses (Driveways)
- ☐ Surveyed grade elevation of highest point (Note as Benchmark Elevation 100')
- ☐ First Floor Elevation (Relative to Benchmark)
- ☐ Slope of grades showing General Drainage

2. BUILDING PLANS: Full sets must be drawn to scale with the following details:

- ☐ Front, Rear and Side Elevations
- ☐ Exterior finish
- ☐ Roof layout with all hips, valleys and ridges shown and pitches labeled.

- ☐ Layout of each floor with all rooms labeled.
- ☐ Location of all plumbing fixtures, including future fixtures and water heater.
- ☐ Location of condensing unit(s)
- ☐ Door sizes and swing are shown.
- ☐ Window sizes and type are shown (identify safety glazing where required by Code – **sizes must match Energy report (see #4).**
- ☐ Hearth, fireplace, and chimney shown. Dimension chimney height in accordance with IRC.
- ☐ Attic access size and location
- ☐ Wall section with insulation shown for roof, walls, and floor as applicable – **must match Energy report (see #4).**

3. **STRUCTURAL PLANS: Full sets must be drawn to scale with the following details:**

- ☐ Foundation Plan designed by a registered professional engineer.
- ☐ Roof and ceiling framing layouts and details (lumber size, species, and grade) showing all locations.
- ☐ Floor and Roof design (trusses) must be available at time of inspection.
- ☐ Wind Brace Plan

4. **ENERGY COMPLIANCE DETAILS**

- ☐ Submit a passing energy compliance report prepared in accordance with the City's current adopted Energy Code (Prepared by a qualified individual).
 - e.g. REScheck, IC3. REScheck is free software. See <https://www.energycodes.gov/rescheck> for more information and a link directly from the website without having to download and install.

5. **MECHANICAL DETAILS**

Manual J & S & D with ACCA approved software required for new homes. (These are heating and cooling loads and are typically prepared by Mechanical Contractor).

6. **ELECTRICAL DETAILS**

- ☐ Main Disconnect and Breaker panel location is indicated.
- ☐ All lights, switches, and receptacles shown.
- ☐ GFCI receptacles indicated.
- ☐ Arc-Fault circuit protection indicated.
- ☐ Waterproof / GFCI receptacles shown at exterior.
- ☐ Smoke detectors, Carbon monoxide alarms, and required ventilation shown.
- ☐ Ventilation shown for all bathrooms, water closets and other similar rooms.

7. **FLOODPLAIN / FLOODWAY & REPORT, ***ONLY if located in a Special Flood Hazard Area**

- ☐ Boundaries of all FEMA designated flood plains affecting the project.
- ☐ Elevation Certificate based on construction drawings sealed, signed and dated by a registered land surveyor, if applicable.