



CHECKLIST FOR RESIDENTIAL ADDITIONS, ALTERATIONS AND REMODELS 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.

ADDITIONS, ALTERATIONS, & REMODELS

- ☐ Site Plan required for additions
 - 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
- ☐ Demolition Plan where applicable.
- ☐ Architectural Existing Floor Plan and Proposed Floor Plan, Elevation drawings and Wall Section details where applicable.
- ☐ Engineered Foundation Plans and Details where applicable.
- ☐ Special Inspections Sheet where applicable (e.g. foundation pre-pour, structural steel, etc.)
- ☐ Framing Plans for Floor, Ceiling, and Roof
- ☐ Finish Schedule

- Fire Rated construction details where applicable.
- Mechanical, Electrical, Plumbing Plans, Schedules, and Details
 - Manual J & S & D with ACCA approved software required for additions. (These are heating and cooling loads and are typically prepared by Mechanical Contractor).
- Energy Compliance details where applicable.
 - 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.
- Floodplain/ Floodway Report when applicable, *** **ONLY if located in Special Flood Hazard Area and as determined by local Floodplain Administrator.**
 - Elevation Certificate based on construction drawings sealed, signed and dated by a registered land surveyor, if applicable.