



NEW & REMODEL RESIDENTIAL PLAN REVIEW REQUIREMENTS

Site Plan:

1. Include North Arrow
2. Site Address
3. Subdivision Name
4. Lot Dimensions
5. Setbacks
 - a. Front
 - b. Rear
 - c. Left
 - d. Right
6. Building Dimensions
 - a. Principal structure
 - b. Accessory structure(s), if applicable
7. Distance between principal buildings and accessory structures
8. Location of driveways and off-street parking spaces (show distance from lot lines and overall dimensions)
9. Location of all easements (drainage and utility)
10. Any additional information as may be reasonably required by the Department of Building & Zoning

Basement/Foundation Plan:

1. Footings
 - a. Depth and width
2. Foundation
 - a. Height and thickness
 - b. Size and spacing of vertical and horizontal reinforcement

Floors Plan:

1. Room Labels and Dimensions
 - a. Include labels such as “Storage”, “Unfinished”, “Future Bed”, “Future Bath” for unfinished spaces
2. Electrical device locations and symbol legend including, but not limited to:
 - a. Panel placement
3. Smoke & carbon monoxide detectors
 - a. GFCI’s
 - b. Lights
 - c. Outlets
 - d. Exhaust Fans
 - e. Whole house ventilation
4. HVAC information and symbol legend, including but not limited to:
 - a. Supply and return locations
5. Show all door locations, sizes, and swings



6. Show all window locations and sizes
7. Passive Radon location

Elevation Plan:

1. Dimensions and height of building(s)
 - a. Include all sides of all building(s)
2. Finished floor level
3. Grade level

Energy Plan:

1. Pre-Energy Report
 - Submitted with Application
2. Manual D (Duct Specification)
3. Manual J (Equipment Sizing)
4. Manual S (System)
5. Final Energy Report
 - Submitted prior to scheduling Final Inspection

Truss Plan:

1. Truss/Joist Package

Decks:

1. Submit **DECK INFORMATION SHEET**