



Residential Plan Review - Submittal Checklist

- Application- Completed and signed. (*Always provide phone number*)
- Assessors Form- Completed with floor plan provided.
- Foundation Plan- Provide detailed layout, size/dimensions and type.
(*Professional design shall be Stamped- Signed- Dated*)
- Full Size Floor Plan- Scaled with designated room use, doors and windows.
(*Dimensions required*)
- Thermal Envelope- Provide depiction of complete thermal envelope on plans.
- Energy Code Checklist- Completed and submitted
- Floor Framing Plan- include materials, dimensions, spans and bearing points.
- Wall Framing Plan- provide dimensions, exterior wall and roof coverings.
(*Wall cross section- shall be acceptable*)
- All** beam and header sizes.
- Roof Framing-
 - Engineered Truss Plans- Layout and Details
 - Conventional Framed- include materials, dimensions, spans and bearing points.
- Stairs Details- include risers, treads, handrails and guardrails.
- Heating Appliances- provide all locations, sizing, efficiencies, and fuel types
(*Manuals S & J required*)
- Mail order plans, shall include design changes and or corrections as applicable.

**Additions must include floor plan of adjacent house to verify emergency egress is not compromised.*

***Remodels may not require all items listed, items changed or replaced will be applicable. Remodel plans must include before and after layouts.*