

Permit#	Plan Received
Applicant's Name	Plan Reviewed By
Location	Plan Released

PRE-SUBMITTAL CHECKLIST-RESIDENTIAL PLANS (for One and Two Family Dwellings, Additions and Accessory Structures)	Incomplete: Correct & Re- Submit	Code Reference Number
Applicant/Contractor Information		
<input type="checkbox"/> Owner's Name, Address & Phone Number		
<input type="checkbox"/> General Contractor's Name, Address, Phone & License #		
<input type="checkbox"/> Electrical Contractor's Name, Address, Phone & License #		
<input type="checkbox"/> Plumbing Contractor's Name, Address, Phone & License #		
<input type="checkbox"/> Electrical Inspection Company		
<input type="checkbox"/> Plumbing Inspection Company		
Site Plan (Drawn to Scale) and including:		
<input type="checkbox"/> Lot Size and Setback – Front, Side and Rear Yard		
<input type="checkbox"/> Setbacks(Zoning and Fire Separation) Front, Side & Rear		
<input type="checkbox"/> Utility Lines		
<input type="checkbox"/> Building Footprint (include dimensions)		
<input type="checkbox"/> Off-street Parking		
Construction Drawing (Drawn to Scale) and including:		
<input type="checkbox"/> Completed <i>Land Use/Building Permit Application</i>		
<input type="checkbox"/> <i>Standard Construction Plan Addendum – 2 page attachment</i>		
<input type="checkbox"/> Elevations (all 4 Sides-i.e. E,W,N & S)		
<input type="checkbox"/> Roof System (truss specifications)		
o Floor Plans		
<input type="checkbox"/> Foundation		
<input type="checkbox"/> First Floor		
<input type="checkbox"/> Second Floor		
<input type="checkbox"/> Decks/Porches		
<input type="checkbox"/> Other		
o Foundation Details - Typical Cross Sections:		
<input type="checkbox"/> Footing (width, thickness and depth)		
<input type="checkbox"/> Column and/or Pier Footing Sizes		
<input type="checkbox"/> Slab Thickness		
<input type="checkbox"/> Foundation Walls		
<input type="checkbox"/> Foundation Drainage (pipe, stone, filter cloth, etc.)		
<input type="checkbox"/> Concrete Slab (if applicable)		
<input type="checkbox"/> Crawl Space Ventilation (if applicable)		
<input type="checkbox"/> Anchoring Details (if applicable)		
o Interior		
<input type="checkbox"/> Exterior/Interior Walls - Typical Cross Sections		
<input type="checkbox"/> Bedroom Windows (egress windows)		
<input type="checkbox"/> Stairways (width, tread depth, riser height)		
<input type="checkbox"/> Handrails		
<input type="checkbox"/> Smoke Detectors		
o Exterior Egress		
<input type="checkbox"/> Landings		
<input type="checkbox"/> Stairways (width, tread depth, riser height)		
<input type="checkbox"/> Handrails		
o Miscellaneous		
<input type="checkbox"/> Flue Details		
<input type="checkbox"/> Flue Footing Dimensions		

REVIEW NOTES/COMMENTS/CONDITIONS: