



## One and Two Family Dwelling Building Permit Application Checklist

**NOTE:** Missing information that is required for complete plan review can delay the permit process until **all** required information is provided. Permits will not be issued until the completed plan review is approved.

APPLICATION INTAKE REVIEW WILL BE CONDUCTED FOR ALL RESIDENTIAL PERMITS.

Permit # \_\_\_\_\_ Map/Lot \_\_\_\_\_

Address \_\_\_\_\_

Associated Permits:

Electrical       Plumbing       Mechanical

Other: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

THE FOLLOWING ITEMS ARE REQUIRED FOR PLAN REVIEW

	Applicant Initials	Reviewer Initials
<input type="checkbox"/> <b>Land and Drainage Alteration Permit (LDAP)</b> <b>All new one and two family dwellings require an LDAP</b> Refer to Fact Sheet 1.1 to determine type of LDAP	_____	_____
<input type="checkbox"/> <b>2 Complete Sets of Legible Plans Including Site Plan</b>	_____	_____
<input type="checkbox"/> On 11 x 17 paper at minimum		
<input type="checkbox"/> Must be drawn to scale, showing conformance to applicable local and state building codes, to include the following:		
<input type="checkbox"/> <b>Site/Plot Plan</b>	_____	_____
<input type="checkbox"/> Drawn to 1:20 scale with scale indicated		
<input type="checkbox"/> North arrow		
<input type="checkbox"/> Adjacent street names and street elevations shown		
<input type="checkbox"/> Building setback dimensions (Distances from property lines)		
<input type="checkbox"/> Location of easements and driveway		
<input type="checkbox"/> Location of utilities and how they are connected		
<input type="checkbox"/> Footprint of structure (including decks, porches, roof covers)		
<input type="checkbox"/> Location of wells/septic systems		
<input type="checkbox"/> Lot dimensions		
<input type="checkbox"/> Building coverage and percentage of impervious surface in hillside areas		
<input type="checkbox"/> Show all existing structures on site; indicating height of all structures inclusive of ridgelines		
<input type="checkbox"/> Site Topography in 2'-0" Increments including Surface drainage		
<input type="checkbox"/> Show how stormwater and wastewater connect to the public system, septic or drywell.		
<input type="checkbox"/> Show orientation of structures		
<input type="checkbox"/> <b>Foundation Plan</b>	_____	_____
<input type="checkbox"/> Dimensions		
<input type="checkbox"/> Footing sizes, Isolated footings, Step Foundations and Retaining Walls		
<input type="checkbox"/> Hold downs and reinforcing type, size and spacing		
<input type="checkbox"/> Connection details		
<input type="checkbox"/> Vent size and location		
<input type="checkbox"/> Cripple Walls		
<input type="checkbox"/> Girder sizes and locations		
<input type="checkbox"/> Joists or post and beam type, sizes and spacing		

**THE FOLLOWING ITEMS ARE REQUIRED FOR PLAN REVIEW**

**Applicant  
Initials**

**Reviewer  
Initials**

- Floor Plans**
  - Show dimensions
  - Identify all rooms
  - Include window and door sizes
  - Locations of:  
Smoke and carbon monoxide alarms, water heater, furnace,  
ventilation fans, plumbing fixtures, balconies and decks 30 inches or  
more above grade, porches, stairs, etc...
  
- Cross Section(s) and Details**
  - Show all framing member type, sizes and spacing such as floor  
beams, Headers, joists, sub-floor, cripple wall and wall construction,  
roof construction and metal connectors (More than one cross section  
may be required to portray construction clearly)
  - Show details of all cripple walls, wall and roof sheathing, roofing, roof  
slope, ceiling height, siding material, footings and foundation, stairs,  
fireplace construction, thermal insulation, etc...
  - Show attic ventilation
  - Energy Path: Example – High Efficiency HVAC
  
- Elevation Views**
  - Provide elevations for new construction
  - Exterior elevations must reflect the existing and proposed grade if  
the change in grade is greater than two feet at building footprint
  
- Floor/Roof Framing**
  - Beam calculations, especially for engineered wood products and non-  
uniform loads
  - Provide plans for all floors/roof assemblies indicating member sizing,  
spacing and bearing locations, including decks, porches, roof covers
  - Metal connectors and tie straps clearly shown
  - Show headers and beams supporting floor or roof
  
- Prescriptive lateral bracing and/or engineered shear walls**  
Provide all calculations and adjustment factors used.
  
- Engineers Calculations**
  - Wet-signature stamped engineering calculations, specifications and  
details shall be provided where required.
  
- Manufactured Floor/Roof Truss Design Details** must agree with  
plans and engineering

The undersigned acknowledges that the information in this application is correct and accurate.

**Agent/Builder**

**OR**

**Property Owner**

\_\_\_\_\_  
Signature (Agent)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Owner)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Name)