



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
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<input type="checkbox"/> Land and Drainage Alteration Permit (LDAP) All new one and two family dwellings require an LDAP Refer to Fact Sheet 1.1 to determine type of LDAP	_____	_____
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<input type="checkbox"/> 2 Complete Sets of Legible Plans Including Site Plan	_____	_____
<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"/> Site/Plot Plan	_____	_____
<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"/> Foundation Plan	_____	_____
<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)