



RESIDENTIAL PLANS ACCEPTANCE CHECKLIST NEW PROJECTS

PROJECT NAME/OWNER _____

PROJECT ADDRESS _____

REQUIRED ITEMS	# of Copies
<input type="checkbox"/> Application for Permit: Complete all items on pages 1 and 2. If any item does not apply, indicate N/A.	1
<input type="checkbox"/> Survey of Property with Legal Description	1
<input type="checkbox"/> Site Plan Detail: Indicate property lines with dimensions, streets, alleys, proposed and existing building locations and sizes, site drainage information (grading plan), driveway location, gas, water, sewer and electric lines.	2
<input type="checkbox"/> Foundation Plan Detail: Indicate location, width, depth of footing, piers, girders or other supports, etc. including floor thickness. Indicate size, location and support of all concrete reinforcement. Indicate location and type of hold down device for braced wall if embedded in concrete. NOTE: Concrete foundations are required to be constructed in compliance with the current edition of the Panhandle Residential Foundation Manual.	2
<input type="checkbox"/> Floor Plan Detail: Indicate size/shape of building, layout of rooms to include use, dimensions, hallways, porches and patios, size/location of windows and doors. Identify all braced wall lines, bracing methods, location and length of panels and hold down devices.	2
<input type="checkbox"/> Electrical Plan: Indicate location of all electrical outlets including lighting, switches, receptacles, smoke alarms, carbon monoxide alarms and mechanical ventilation. (This information can be included on Floor Plan.)	2
<input type="checkbox"/> Elevation detail: Provide four (4) exterior building views including heights, grades, vertical dimensions and location of windows and doors.	2
<input type="checkbox"/> Framing Detail: Indicate wall and roof framing member sizes and spacing, at minimum one interior wall section and one exterior wall section; roof or floor truss working drawings (if used).	2
<input type="checkbox"/> Roof Plan: Indicate layout of roof to include ridges hips, valleys chimney type of roof and number of squares.	2
<input type="checkbox"/> Energy Compliance: Provide energy compliance for current adopted code for building thermal envelope by component.	2