

1. **EROSION CONTROL PLANS:** Provide all erosion control documents – GP#2, Minor Erosion Control Permit Application, Transfer of Ownership Agreement, etc. – at time of building permit application. If you need a Transfer of Ownership Agreement, but don't have one, permit will not be issued.

2. **COMPLETE ACCURATE DIGITAL PLANS:** Required to be submitted electronically.
 - a. **SITE PLAN INCLUDING:**
 - i. All setbacks, including setbacks to any other existing or proposed buildings in the lot, in the case of having multiple buildings per lot
 - ii. Easements, location of overhead utilities
 - iii. Driveway width at right-of-way
 - iv. Erosion/sediment and pollution control:
 1. Drainage patterns and flow direction (arrows)
 2. Erosion control (mulch, straw matting, etc.)
 3. Sediment control (staked-in filter sock, silt fence, etc.). Show protection of designated drainage easements and swales.
 4. Location of concrete washout
 5. Location of stock pile
 6. Location of waste containment
 7. Location of portable toilet (locate away from stormwater inlet)
 - b. **BUILDING FLOOR PLANS:** Drawn to scale with square footage and all rooms labeled for their intended use, smoke/CO alarms and exhaust fans locations shown.
 - c. **FOUNDATION PLAN:** Show footing type, location, sizes, material specification, and sump pit location. Include deck, sunroom, screen porch, 3-seasons room foundation/footing information on this foundation plan.
 - d. **CROSS-SECTIONS:**
 - i. Footing, all floors and roof
 - ii. Staircase cross-section
 - iii. Fire separation wall cross-section, if applicable
 - e. **ELEVATIONS:** Four sides showing height and grade level.
 - f. **ENERGY CONSERVATION CODE SIGN OFF:** Completed form required.

3. **COMPLETE CHECKLIST:** All fields on following checklist (page 2) must be filled in.

***Applicant will be notified upon completion of review.
Please allow up to 2 weeks for the review to be completed.***

RESIDENTIAL PLAN REVIEW CHECKLIST

ALL ITEMS BELOW MUST BE COMPLETED AND SUBMITTED ELECTRONICALLY FOR REVIEW

SITE ADDRESS: _____

CIRCLE OR CHECK OFF FOR YES

1. DISTURBED SITE SIZE

MAJOR/MINOR EROSION CONTROL PERMIT APPLICATION COMPLETED

OVER	LESS THAN AN ACRE
YES	

2. DO YOU NEED A TRANSFER OF OWNERSHIP AGREEMENT?

(IF YES, BUT DO NOT HAVE ONE, PERMIT WILL NOT BE ISSUED.)

YES	NO
------------	-----------

3. SITE PLAN INCLUDING THE FOLLOWING:

DRIVEWAY WIDTH AT STREET

ALL SETBACK MEASUREMENTS

ANY/ALL EASEMENTS WITH DIMENSIONS

SHOW EROSION CONTROL MEASURES (SEE FRONT PAGE FOR DETAIL)

LOT DIMENSIONS

DRAINAGE ARROWS

YES
YES
YES
YES
YES
YES

4. WALL CROSS SECTION (FOUNDATION TO ROOF DECK)

5. STAIR CROSS SECTION

6. BRACED GARAGE WALLS, MIN. 16" RETURNS

7. FRONT, REAR AND SIDE ELEVATIONS

YES
YES
YES
YES

8. DECK: (ALL INFO ALSO SHOWN ON PLANS)

DECK SIZE	X
FOOTING SIZE	X
NUMBER OF FOOTINGS	
BEAM SIZE	X PLY:
BEAM CANTILIVER LENGTH	
JOIST SIZE	
COVERED	YES NO

HEIGHT OFF GROUND	YES NO
STEPS	YES NO
NUMBER OF BEAMS	
BEAM SPAN	
JOIST CANTILEVER LENGTH	
JOIST SPAN	

9. SCREEN PORCH OR 3-SEASONS (SUN) ROOM: (ALL INFO ALSO SHOWN ON PLANS)

ROOM SIZE	X
FOOTING SIZE	
BEAM SIZE	X PLY:
CANTILIVER	YES NO
JOIST SIZE	

SCREENED	3-SEASONS
NUMBER OF FOOTINGS	
BEAM SPAN	
CANTILEVER LENGTH	
JOIST SPAN	

10. BASEMENT FINISH

YES	NO
------------	-----------

SQUARE FOOTAGE	
-----------------------	--

EMAIL: _____ **PHONE:** _____

CONTRACTOR NAME: _____ **SIGNATURE:** _____