



Residential Plan Review - Submittal Checklist

Not all items may be required for additions or remodels.

- Application- Completed and signed. (Always provide phone number).
- Assessors Form- Completed with floor plan provided.
- Foundation Plan- Provide detailed layout, size/dimensions and type.
*Professional design shall be (Stamped- Signed- Dated)
- Full Size Floor Plan- Scaled with designated room use, doors and windows.
*(Dimensions required)
- Floor Framing Plan- include materials, dimensions, spans and bearing points.
- Wall Framing Plan- provide dimensions, exterior wall and roof coverings.
*Wall cross section- shall be acceptable.
- All** beam and header sizes.
- Roof Framing- (Engineered Truss Plans- Layout and Details)
Conventional Framed- include materials, dimensions, spans and bearing points.
- Stairs Details- include risers, treads, handrails and guardrails.
- Heating Appliances- provide all locations and type of fuel to be used.
- Mail order plans, shall include design changes and or corrections as applicable.