

Residential Site Plan Checklist

- Must supply 7 NEW site plans **with No attached building plans**
- North Arrow and Vicinity Map
- Scale: i.e. 1"= 10' 1"= 20' 1"= 30' (Non-standard scales are not acceptable, i.e. 1" = 26.5' or 1"=16') Use either an "Engineers' or "Architects" scale only
- Parcel / Owner Block / Deed
- Use of adjacent parcels – vacant, residential, etc. (all sides)
- Show location of well on property and/or shared wells within 200' of property
- Parcel Dimensions, all sides
- Building Dimensions, all sides
- Dedicated street access including street name, Rights of Way with dimensions and jurisdiction identified.
- Easements (drainage, ingress/egress, public utility easement, etc.) and show washes on property
- Indicate square footage. A summary of ALL livable, garage, patios, porches, garage or carport including detached structures. (existing, new and total lot coverage and square footage)
- Driveway (must be labeled "Driveway" or "DW") Circular driveways must be labeled "In" and "Out". Driveway surface material must be noted (Concrete, Asphalt, Crushed Granite, ABC, etc.)
- Septic:
 - Location with setback to nearby buildings
 - Indicate tank and disposal drain field.
 - Name municipal water supply
 - Provide ES documentation of application, ATC/ATD, or review approval as appropriate.
- Storage Tanks, i.e. propane, water. Must show setbacks and tank size and label above or below ground
- Compare site plan to application work description for uniformity
- Check for fences and culverts (if applying for fence provide 4 fence details)
- Set-backs to all structures & distances between buildings. Building's intended use, i.e. "Residence", "Barn", "Fence", "Detached Garage", "Storage Shed", etc.**
- If sealed by a registrant, all seals on plan must be current and signed with expiration date.

Residential Building Plan Checklist

- Must supply 3 NEW stapled sets, Numbered, **with No attached site plans**
- Plans must be clear and readable, drawn to scale, and on appropriate size paper
- Indicate square footage. A summary of ALL livable, garage, patios, porches, and garage or carport including detached structures. (Existing, new and total lot coverage and square footage) (This may be stated on the site plan.)
- Current building codes: 2012 IBC, 2012 IRC, 2012 IPC, 2012 IMC, 2012 IFGC, 2012IGCC, 2012 IECC, 2012 IEBC, 2011 NEC
- No options or references to future construction are allowed.
- Floor plan showing electrical, plumbing, and mechanical fixture and appliance locations. If a gas fireplace is shown, look for size/location of propane tank on site plan (if applicable)
- Foundation plan with cross referenced foundation details
- Roof and floor framing plans
- Cross sections (2) and connection details for both longitudinal and transverse
- Elevations (4) with height dimensions (include all fencing)
- If gas is used, a gas piping isometric and BTU count are required. If propane gas, verify that tank location and size is noted on the Site Plan
- A one-line diagram and load calculations are required for work that includes a new or modified 400 amp electrical service. Plans must bear the seal of a registered engineer for work that includes a new or modified 600 amp or larger electrical service
- If stairs are shown, provide details showing tread rise and run
- A floor plan is required of all existing rooms adjacent to an addition and/or enclosed patio
- If sealed by a registrant, all seals on plan must be current and signed with expiration date. No altered plans will be accepted

**** Be very cautious of the words "Future", "Future use", "Not for Construction" or "Proposed" as they are not to be used on building or site plans.**