



Building Division

Single Family Dwelling/ Addition Plan Checklist

Please check the boxes below indicating the required information is on the construction documents submitted for application:

PLEASE NOTE:

Permit applications may be submitted at any time, but missing plan details may result in a delay of plan review and permit issuance. Plans must be legible and dimensions clearly marked.

SINGLE FAMILY DWELLING/ADDITION

- 2 sets of 1/4" scale construction plans
- Floor plans for all levels with all windows, doors, rooms labeled, and dimensions marked
- Foundation plans including all interior footing locations and dimensions
- Cross section that includes footings, foundation, wall and roof design, including interior and exterior finishes
- Exterior elevations (all sides)
- Indicate wind bracing method if other than continuously sheathed wall panels
- Deck/porch design including footing sizes and locations, joist sizes and spacing, beam sizes and spans, stair and handrail details, roof design if applicable, and all connections

DECKS

- 2 sets of plans with ALL DIMENSIONS
- Deck/porch design including footing sizes and locations, joist sizes and spacing, beam sizes and spans, stair and handrail details, roof design if applicable, and all connections
- Plan details match proposed construction in size, shape, and building materials

FOR OFFICE USE ONLY

Applicant is: Homeowner Contractor Other

- All required information was provided.
- The following information listed above was not provided:

- The following additional information not listed above is required:
