

# Submittal Guidelines for Residential Permits

Submit all documents electronically

## New Single Family Residence

- Application
- Site Plan
- Building Plans
- Energy Compliance Report



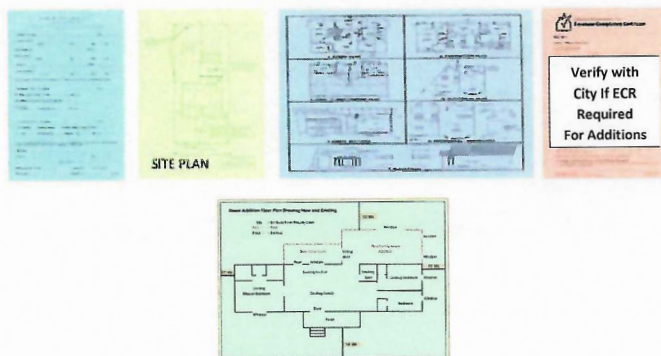
## New Residential Detached Accessory Building

- Application
- Site Plan
- Building Plans



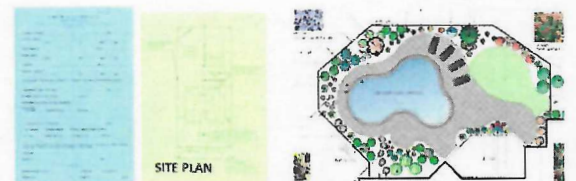
## New Single Family Addition

- Application
- Site Plan
- Building Plans
- Energy Compliance Report
- Floor Plan Showing Existing and New Addition



## Pool and Spas

- Application
- Site Plan
- Pool Detail



## Home Upgrades / Alterations and Repairs

- Application / Note: **Inspection Only**



Electrical  
 Plumbing  
 Mechanical  
 Storm Shelters  
 Foundation Repair  
 Window Upgrades  
 Solar System  
 Siding / Veneer  
 Re-Roof  
 Irrigation / Sprinklers  
 Utility Clearance  
 Concrete Work

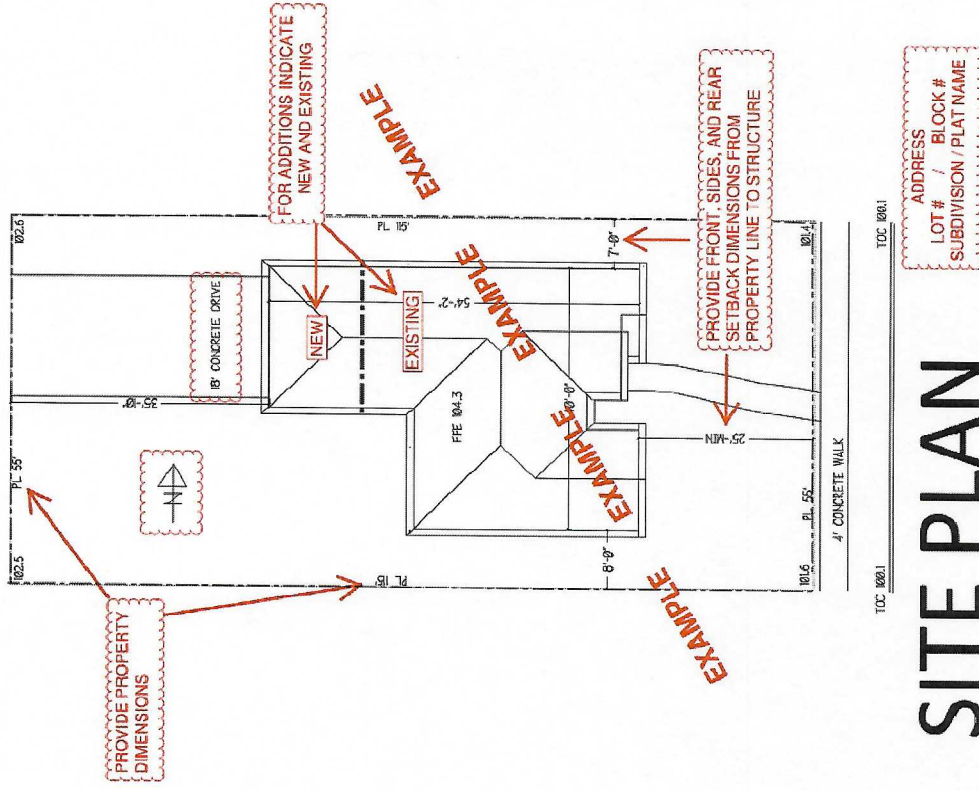
## Interior Residential Remodel

- Application
- Scope of Work Description Sheet
- Floor Plan / Before and After



# Site Plan should provide the following information

- ☐ North Arrow
- ☐ Address / Subdivision / Lot Number / Block Number
- ☐ Scale: i.e. 1" = 10' / 1" = 20' / 1" = 30' Please use either an Engineer or Architectural scale only. Nonstandard scales are not acceptable for example 1" = 26.5 or 1" = 16')
- ☐ Parcel / Property Dimensions all sides.
- ☐ Show setback dimensions to all structures from property line and distances between buildings .
- ☐ Label all structures i.e. Residence, Barn, Detached Garage, Storage Shed, etc.
- ☐ Dedicated driveway access to property showing street name and or alley where applicable.
- ☐ Driveway must be labeled Driveway or "DW"
- ☐ Show Easements (ingress / egress easements, public utility easements, etc.
- ☐ Square footage of all structures / existing and new

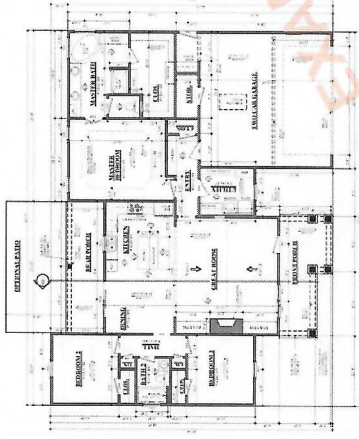




# Construction plans should include the following details

## 1. Floor Plan

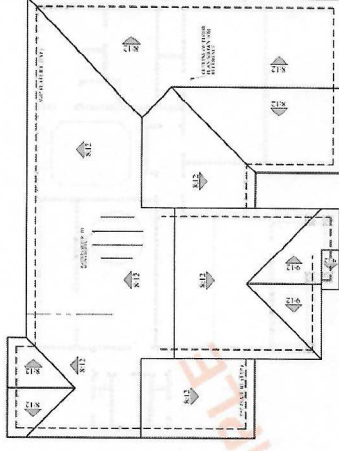
- Dimensions, room titles, and ceiling heights
- Location and labeling of all appliances
- Square footage summary (Livable, garage, patios, and total under roof)
- Door and window type and size (ex: single hung, French, etc.)
- All adjacent rooms to an addition in its entirety showing the door and window sizes



1. Floor Plan

## 2. Roof / Floor Framing Plan

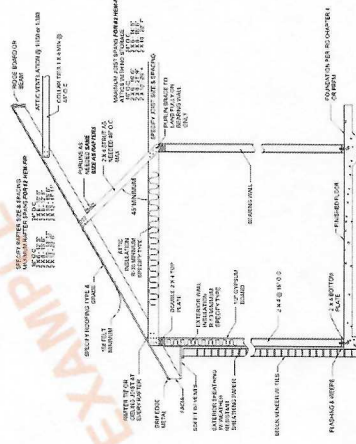
- Size of all individual header and beam sizes
- Label all structural members such as rafters, joist, trusses, over framing, and their spacing



2. Roof / Floor Framing Plan

## 3. Cross Sections

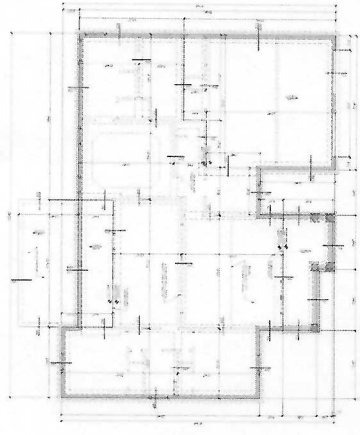
- All connection details keyed in
- Basic outline of all structural members Including beams, trusses, hardware, blocking, footings, post, concrete slab, Insulation, over framing, etc.



3. Cross Section Plan

## 4. Foundation Plan

- Post sizes at all columns supporting concentrated loads
- Footing size dimensions, and depth



4. Foundation Plan

## 5. Electrical Plan

- Receptacle and lighting placement
- Labeling of special hardware required such as disconnects, weatherproof receptacles, GFCI outlets, meter and sub-panel locations, etc
- Location of smoke and carbon detectors
- Location of all appliances such as air conditioners and air handlers

## 6. Elevations

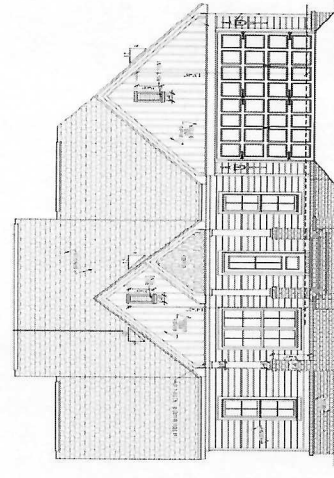
- Masonry Percentage calculations
- Height location for grade, finish floor, header heights, top plate heights, ridges, etc.
- Slope of roof and floor elevation heights need to be represented correctly.
- Exterior finishes for roofs and walls



5. Electrical Plan

## 7. Other Documents

- Energy Report
- Engineering
- Other Documents

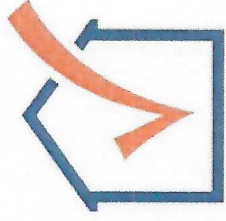


6. Elevation

## Stair and Guardrail Details (If applicable)

# Energy Compliance Report

An Energy Compliance report is a document that verifies the structures meets and or exceeds the minimum requirements of the International Energy Conservation Code or IECC. The report will include the address / Location of the structure along with other information specific to the structure. It will state that the structure meets, exceeds or PASSES the energy efficiency requirements. The following three types are most common in calculating and generating an energy report and are acceptable. In addition an Energy Specialist Company may also provide a report.



**REScheck**<sup>TM</sup>

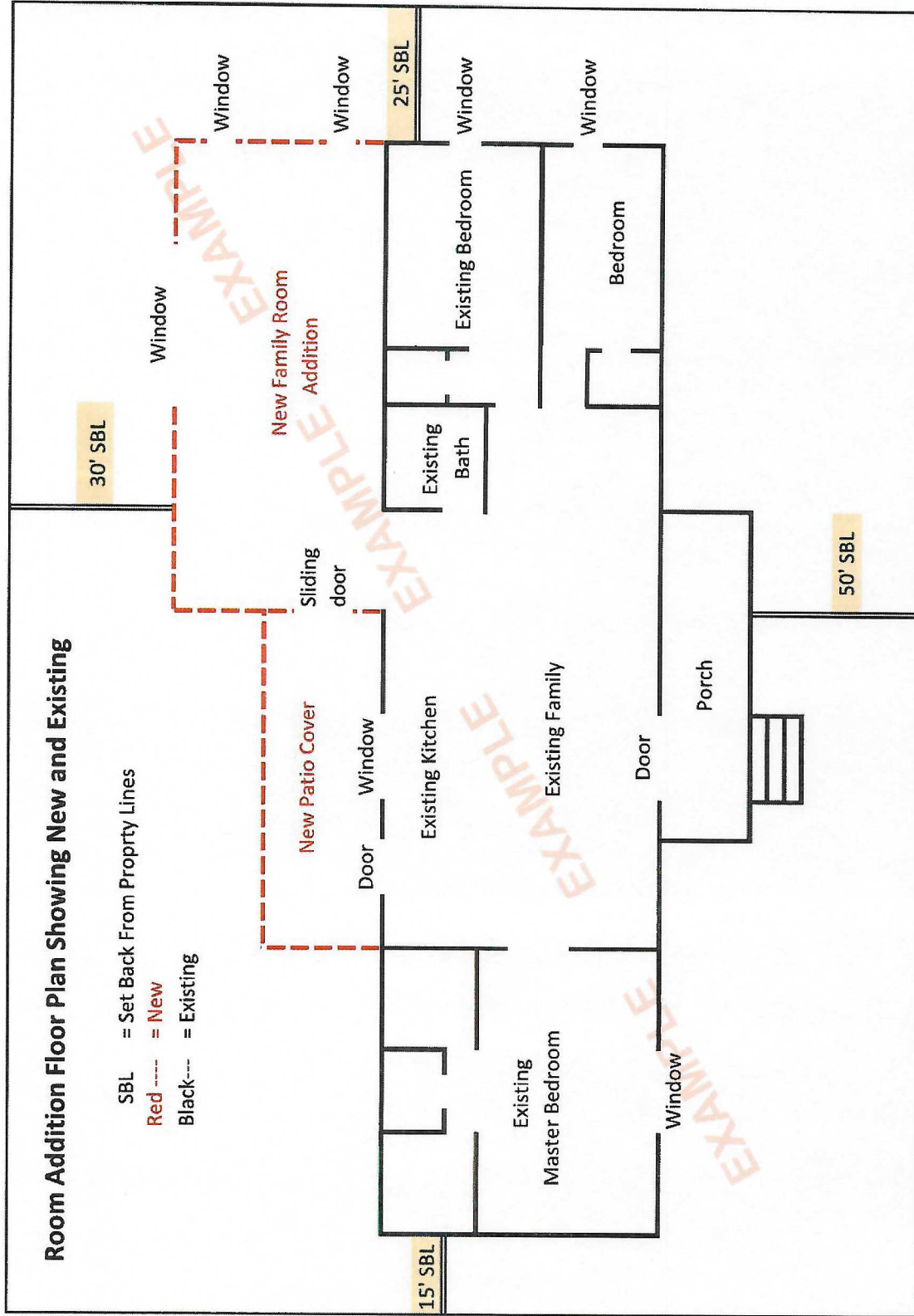
**IC3** International  
**CODE COMPLIANCE CALCULATOR**

**REM/Rate**<sup>TM</sup>



# Room Addition Floor Plan Showing New and Existing

SBL = Set Back From Property Lines  
 Red ---- = New  
 Black --- = Existing



# Remodel / Scope of Project

For

The Smith Residence Remodel / 1234 Central Avenue, Anywhere USA 12345

## Living Room:

- Shorten hallway and increase living room area by removing section of non-bearing wall that separates the hall from the living room (see floor plan)
- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

## Dining Room:

- Convert Dining room into Private Den by adding a wall and passage door
- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

## Kitchen and Laundry area

- Install new cabinets and counter tops
- Install new plumbing fixtures
- Install new appliances
- Replace all electrical receptacles and switches with new (GFCI)
- Install ceiling fan over sitting area
- Replace all trim / molding
- Paint
- Install tile flooring

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## Master Bedroom / Bedroom 2 / Bedroom 3

- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

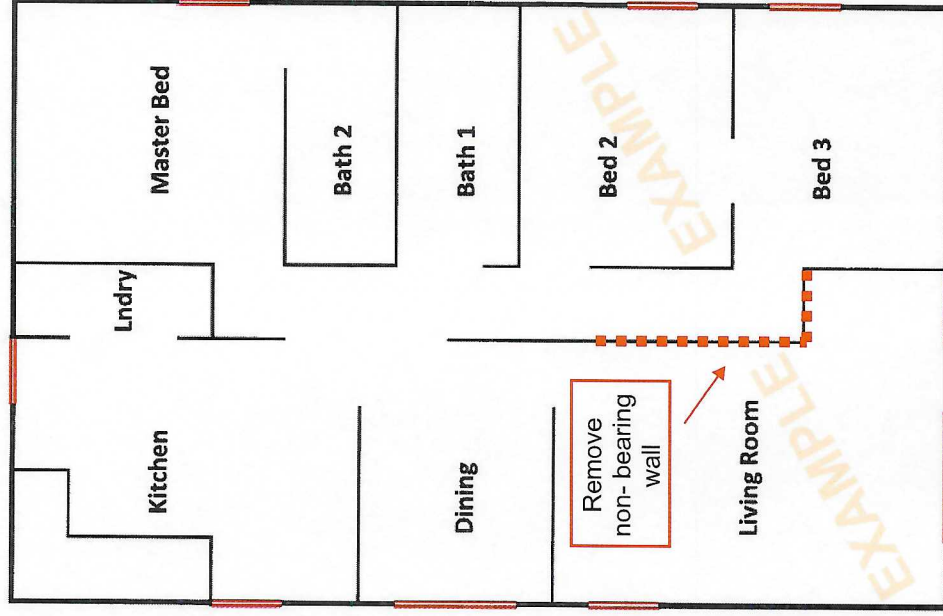
## Bath 1 and 2

- Replace all electrical receptacles and switches with new (GFCI)
- Install exhaust fan
- Replace all trim / molding
- Paint
- Install tile flooring

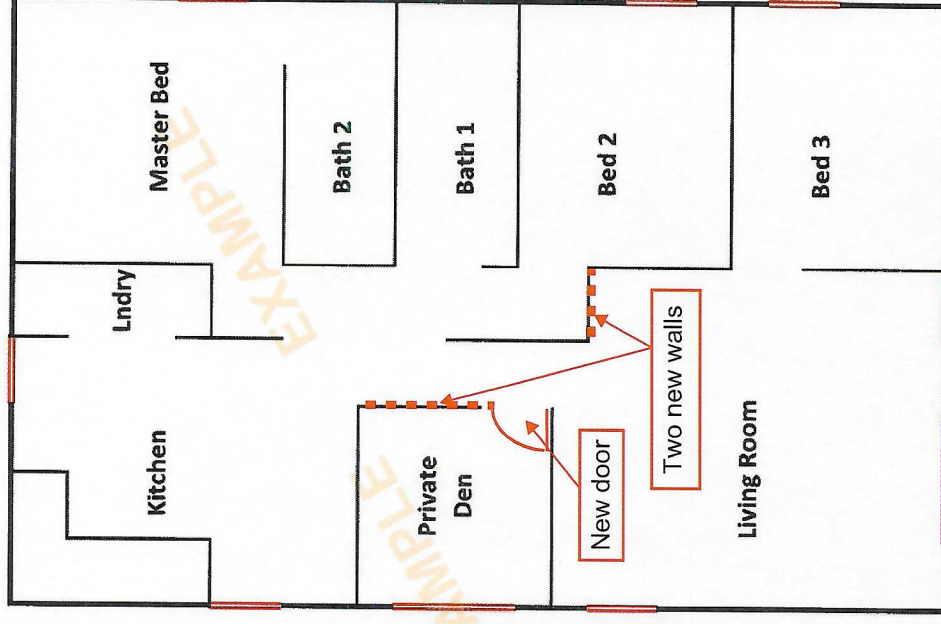
### If removing a bearing wall:

- Indicate / Highlight location of wall
- Provide detail of beam size and support system including spread footing size.

## Example: Residential Remodel Scope of Project



Existing Floor Plan



Proposed Floor Plan

Page 2 of 2 for interior remodel