DIVISION OF BUILDING INSPECTIONS – NEW RESIDENTIAL PLAN REVIEW SUBMISSION SHEET

ADDRESS:____

CONTACT PERSON:__________________________**PHONE #**_______________

DATE SUBMITTED:____

TO BE COMPLETED BY APPLICANT

Please complete the following checklist:

Completed and signed building permit application .... Yes☐ No☐
Site plan drawn to scale on paper no smaller than 8 ½ x 11 with all dimensions legible .... Yes☐ No☐
Dimensions of lot and house shown .... Yes☐ No☐
Distance from all property lines shown .... Yes☐ No☐
All platted building lines and easements shown .... Yes☐ No☐
Dimensions of porches, patios, decks, and driveways shown .... Yes☐ No☐
Drainage shown .... Yes☐ No☐

Full set of plans including the following:

Foundation plan – Must include girder system and pier spacing .... Yes☐ No☐
Basement foundation wall design if applicable .... Yes☐ No☐
Wall section that reflects sizes of structural members .... Yes☐ No☐
Framing plan or sufficient structural information to determine beam sizes, joists, and rafter spans, etc .... Yes☐ No☐
Floor plan with all rooms identified .... Yes☐ No☐
Front, side and rear elevations .... Yes☐ No☐
Signed elevation statement and an affidavit of sanitary connections if applicable .... Yes☐ No☐
Worker's Compensation Certificate of Insurance or Affidavit .... Yes☐ No☐

Written approvals, design requirements, or plat requirements, such as:

Division of Engineering .... Yes☐ No☐
Structural or Soils Engineer .... Yes☐ No☐
Urban Forester .... Yes☐ No☐
Historic Preservation .... Yes☐ No☐
Health Department for septic systems .... Yes☐ No☐

Please be advised that if any of these required items are not complete, you will not be able to submit your plans for review. Also, we will not accept payment for a permit that has not been approved. You will be contacted when the review is completed. If your plans are not approved, you will have five (5) working days to correct them or they may be discarded and a resubmission is required.

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TO BE COMPLETED BY DIVISION OF BUILDING INSPECTION

APPROVED:_________**DISAPPROVED:**_________**APPLICANT CONTACTED**__________________________
COMMENTS:____

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REVIEWED BY:_____DATE_____