

**BUILDING PERMIT  
PLAN SUBMISSION CHECKLIST  
(ITEMS NEEDED FOR REVIEW)**

- 1) BUILDING PERMIT APPLICATION COMPLETELY FILLED OUT WITH ALL SIGNATURES NEEDED FROM UTILITES AND STREET DEPT.**
  
- 2) BUILDING DRAWINGS NEEDED:**
  - A) SITE PLAN: SHOWING ALL SETBACKS AND LOT SIZE.**
  - B) FOUNDATION PLAN: SHOWING LAYOUT OF WALLS WITH SIZES; PIERS WITH LOCATION AND SIZES; VENTILATION WITH SIZES AND LOCATION; GIRDER BEAM SIZING, SPACING, AND SPAN; FLOOR JOIST SIZING, SPACING, AND SPAN**
  - C) FLOOR PLAN: SHOWING ALL EGRESS WINDOWS AND DOORS WITH SIZES; LAY OUT OF HOW THE STRUCTURE WILL BE FRAMED**
  - D) IF ANY ENGINEERED LUMBER IS USED IN THE CONSTUCTION, THIS OFFICE IS IN NEED OF ALL DATA SHEETS.**
  - E) ROOF SYSTEM: SHOWING RAFTER SIZES, AND SPANS; ROOF SHEETING TYPE, AND THICKNESS; ROOF PITCH, AND TYPE OF ROOF MATERIAL USED.**
  - F) IF ENGINEERED TRUSSES ARE USED, THIS OFFICE IS IN NEED OF ALL DATA SHEETS.**
  
- 3) WALL SECTION WORKSHEET FILLED OUT IN AS MUCH DETAIL AS POSSIBLE.**
  
- 4) LAST, IT WOULD BE HELPFUL IF YOU CAN SUPPLY THIS OFFICE WITH A PICTURE OR DRAWING OF HOW THE BUILDING IS TO LOOK UPON COMPLETION OF JOB.**