

## **BUILDING PERMIT PLAN SUBMITTAL CHECKLIST**

(ITEMS NEEDED FOR REVIEW)

1. BUILDING PERMIT APPLICATION COMPLETELY FILLED OUT WITH SIGNATURES FROM UTILITIES AND PUBLIC WORKS
2. SITE PLAN: INCLUDING SETBACK DIMENSIONS TO PROPERTY LINES AND LOT SIZE
3. FOUNDATION PLAN: SHOWING LAYOUT OF WALLS; PIER LOCATION AND SIZE; VENTILATION LOCATION AND SIZE; GIRDER BEAM SIZE AND SPAN; FLOOR JOIST SIZE, SPACING, AND SPAN
4. FLOOR PLAN: INCLUDING LOCATION AND SIZE OF EGRESS WINDOWS AND DOORS, LABELED ROOMS AND DIMENSIONS
5. WALL SECTION WORKSHEET AND FRAMING PLAN INCLUDING FOOTER DETAILS; STUD, JOIST, AND RAFTER SIZE; ROOF SHEETING DETAILS, PITCH, AND MATERIAL
6. SPEC SHEETS FOR ENGINEERED LUMBER INCLUDING TRUSS, I-JOIST, AND LVL

### **REQUIRED INSPECTIONS FOR ISSUANCE OF OCCUPANCY**

PLEASE CONTACT THE CODES OFFICE FOR ALL REQUIRED BUILDING INSPECTIONS LISTED BELOW. PLEASE PROVIDE MINIMUM 24-HOUR NOTICE FOR INSPECTION SCHEDULING.

#### **BUILDING**

FOOTINGS (PRIOR TO PLACEMENT OF CONCRETE)  
SILT FENCE / EROSION CONTROL (GIS)  
FOUNDATIONS AND SLABS  
ENVELOPE  
FRAMING  
FIRE RATED PARTITIONS  
INSULATION  
FINAL

#### **MECHANICAL**

ROUGH IN  
FINAL

#### **ELECTRICAL**

TEMPORARY POLE  
ROUGH IN  
TOP  
FINAL

#### **CODES:**

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