

MISCELLANEOUS PLAN SUBMITTAL REQUIREMENTS



Customer Name: _____

Project Address: _____

1. **TWO SETS** (All plan sheets must all be the same size) **COMMERCIAL PLANS**, no smaller than **36 x 24** **RESIDENTIAL PLANS**, no smaller than **11" X 17"** signed and dated with Architect or Engineering wet stamps.
2. **CONSTRUCTION DOCUMENTS: ONE (1) SET HARD COPIES**
3. **A DISK WITH THE .pdf COPY OF BOTH PLANS AND CONTRUCTION DOCUMENTS**
4. **"DESIGN BUILD" IN LIEU OF PROPER PLANS IS NOT ACCEPTABLE**
5. **FIRE SPRINKLER AND ALARMS CAN BE DEFERRED SUBMITTAL**

In an effort to speed up your plan review, please check your plans and application to be sure the following information has been included. Checked off each of the following items (if not applicable mark N/A), sign the bottom of the form. Submit this form with your application, as well as 2 (two) sets of plans for review (additional copies may be requested if needed) various situations can hold up the review of your permit. **Please plan on review time up to 10 working days.**

HOMEOWNERS CAN DO THEIR OWN WORK, BUT ALL WORK MUST COMPLY WITH 2012 INTERNATIONAL BUILDING CODE, 2011 NATIONAL ELECTRICAL CODE, 2012 INTERNATIONAL PLUMBING CODE, 2012 INTERNATIONAL MECHANICAL CODE AND 2003 AMERICAN NATIONAL STANDARDS FOR DISABILITIES.

FLOOR/SITE PLAN: (Interior or Exterior as needed)

- Make note of scale being used, if no scale make sure all dimensions are listed.
- Indicate North Arrow
- Lot dimensions on all sides
- Size and location of any easements or right of ways
- Names and locations of all adjacent streets
- Locations of proposed and existing structures
- Set back dimension front, rear and all sides
- Outside building dimensions and distances between buildings on building site
- Driveways, exterior stairs, landings, patios, and deck
- Relative elevations of top of foundations and lot corners
- Location, type and elevations of any retaining walls
- Dotted lines showing where new construction will be

SPRAY BOOTH INSTALLATION (Combination Permit)

- Floor Plan with dimensions listed. Must show where booth will be installed
- Manufacturer Installation Information
- Electrical (if required)
- Gas pipe layout (if required)
- Venting (where venting will be, if thru wall how far is vent from property line)

FOR ROOF CONVERSION (Miscellaneous Permit)

- Front site elevation showing how high the roof will be from ground to top
- Location and description of existing bearing
- Truss details and layout for trussed system: or
- Complete framing detail
- Rafter size, spacing and blocking
- Purlins and struts
- Grade and species of lumber
- Size & material of all new beams, headers & columns
- Roof sheathing Attic access
- Roofing material Attic ventilation

FOR RACK INSTALLATION (Miscellaneous Permit)

- Floor plan (location of racks)
- Architectural engineering on mounting (tie down)
- Material list of storage items requirements

FOR PATIO COVER, DECK, CARPORT, GARAGE (Combination Permit)

- Site plan
- Footing size and depth
- Stair sheathing and roofing material
- Truss details and layout for trussed system: or
- Complete framing details
- Rafter size, spacing and blocking
- Grade and species of lumber
- Size and material of all new beams, headers, and columns
- Elevations, show all sides and height of structure
- Roof sheathing and roofing material
- Purlins and struts

FOR A MODULAR INSTALLATION (Combination Permit)

- Site plan (include all distances, building height & sizes).
- Manufacturer information of unit (including final inspection)
- Support and tie down design (if more than one is shown, specify which method will be used).
- Details and specifications required for stairs, landings, handrails and guards.
- Utility setups (gas, water and electric)

STRUCTURAL DAMAGE (Combination Permit)

- Site Plan
- Structural Review and Calculations from Engineering (must be stamped and signed)
- Copy of Insurance adjusters report

FENCE, required over 7'1" (Miscellaneous Permit)

- Site Plan, showing where new fence will be located
- Footing dimensions (use cross cut to show depth and width)

PARKING LOT (Miscellaneous Permit)

One (1) copy of the proposed site plan on paper no larger than 11x17. Staff may request more specific information, but typical applications will require the following information. A drawing to the scale of 1" = 20' showing:

- name and correct address of the development
- location and name of the street(s)
- property boundaries showing all property dimensions
- locations, current uses and ownership of all abutting properties
- location of driveway(s) should be clearly shown, with dimensions
- Curb cut dimensions
- proposed and existing parking areas, lighting, and landscaped areas
- parking dimensions and configurations
- striping and traffic control markings
- drainage calculations
- traffic or parking study if requested by the City or other government agency
- any necessary agreements with adjacent property owners for shared parking, ingress and egress, drainage or utilities
- prior approvals from other government agencies which require approval for ingress or egress
- location of existing or proposed fences
- plans for utility provisions
- locations of existing or proposed accessory structures
- location of existing or proposed buildings on the site
- locations of exiting and proposed signs

NOTE: Further information may be requested after detailed review.

My signature below indicates that I have carefully reviewed the submitted plans and verified that all of the items above have been included. I have checked each item or indicated N/A for items that do not apply and have insured the plans submittal are complete.

Applicant's signature

Date _____