



Residential Plans Submittal Checklist

1. Building Permit Applications must be completely filled out, including:

- Owner's name, mailing address and phone number.
- Contractor's name, phone number, address, and Morrison license number.
- Specify a contact person: name and phone number.
- All subcontractor's names, phone numbers, and Morrison license numbers.
- Project (job) address.
- The estimated value of the project (include all materials and labor).

2. Site (Plot) Plan: 2 sets.

- Recommended scale: 1/8" = 1' - 0".
- Lot dimensions.
- Building footprint with all projections & dimensions to all property lines and/or other buildings.
- North arrow.
- Easements.
- Sewer and water lateral locations from street to house.
- Location of any and all retaining walls (which require separate permits).

3. Foundation Plan: 2 sets.

- Recommended scale 1/4" = 1' - 0".
- Soils report by and engineer.
- Structural and architectural details.
- Footings, foundation, piers, and grade beams designed by an engineer.
- Post and girder intersections.
- Reinforcing spacing and size.
- Fireplaces masonry or gas.
- Anchor bolt spacing and size.

4. Floor Plan: 2 sets.

- Recommended scale: 1/4" = 1' - 0".
- Full architectural plans, fully dimensioned and labeled.
- Include adjoining rooms, labeled as to their use with all window and door locations.
- All wall-to-wall dimensions.
- All room finished ceiling heights.
- All window operations to be on the plans (slider, single hung, fixed, casement, etc.)

5. Exterior Elevations: 2 sets.

- Recommended scale: $\frac{1}{4}'' = 1' - 0''$.
- Identify finish materials to be used.
- All four elevation views.
- Indicate finish grade location at building exterior.

6. Structural and Architectural Details: 2 sets (to include all applicable from following).

- Recommended scale $\frac{1}{4}'' = 1' - 0''$.
- Roof, to include eaves, overhangs, rake and gables.
- Structural framing details.
- Structural section with details at foundation, floor and roof levels.
- Cross section view in each direction specific to the structure, generic not acceptable.
- Identify all materials, materials sizes, spacing, etc.

7. HVAC Details: 2 sets.

- Location of HVAC equipment.

8. Plumbing Details: 2 sets.

- Show all plumbing fixture and water heater locations.
- Show all floor drain locations.

9. Electrical Details: 2 sets.

- Service meter location and main breaker size in amps.
- Sub-panel location(s).

10. Stair details: 2 sets. (Specific to the plan, not generic)

- Stairway width rise, run, landing length, and headroom height.
- Handrail, guardrail, and baluster details.