Community Development Department
Plan Review
Residential Building Permit

Project Name:  Plan Review #

Building Clerks Completeness Review

Zoning and Small Projects

☐ Application form
☐ Two sets of plans / elevation
☐ Two sets of site plan
☐ Exterior materials

New Home (all the above plus below)

☐ Two sets of all submittals
☐ Full set of plans
☐ Floor joist layout with all required blocking, point loads, specific materials
☐ Load calculations for all 3 and 4-ply engineered lumber beams
☐ HVAC layout with load calculations
☐ Electric layout
☐ Engineer sealed truss drawings
☐ Site plan showing grade elevations that match the Master Grading Plan and a drive slope less than 8%
☐ Full foundation plan showing required concrete reinforcement; foundation wall material, size and height; structural steel size and location
☐ Energy Code compliance documents
☐ Braced wall design

Completeness Review

☐ Incomplete, send back to applicant
☐ Complete, send to plan reviewer

Comments

Date:__________
Completed by:__________

Signature                      Date