



Community Development Department  
Plan Review  
Residential Building Permit

Date: \_\_\_\_\_  
Completed by: \_\_\_\_\_

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

Signature \_\_\_\_\_

Date \_\_\_\_\_