



**Community Development Plan Review Residential Building Permit**

---

Project Name:

Plan Review #

---

**Building Clerks Completeness Review**

Zoning and Small Projects

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

**Completeness Review**

- 1 Incomplete, send back to applicant
- 1 Complete, send to plan reviewer

Comments

Signature

Date

---