



Plan Review Checklist

1. **Two (2) complete sets of legible plans** drawn to scale, showing conformance to the applicable local and state building codes. Lateral design details and connections must be incorporated into the plans or on a separate full size sheet attached to the plans with cross references between plan location and details.
2. **Site/plot plan drawn to scale.** The plan must show:
 - a. Lot and building setback dimensions.
 - b. Property corner elevations (if there is more than four (4) feet elevation differential, the site plan must show contour lines at two (2) feet intervals for a distance away from the building necessary to show compliance with IRC R403.1.9).
 - c. Location of easements and driveway, footprint of structure including decks, location of utilities, any known fill sites, direction indicator, impervious area and surface drainage. At least one (1) plot plan must be provided in 8" x 11" or 11" x 17" format.
3. **Foundation plan and cross section.** Show footings and foundation dimensions; anchor bolts, hold downs, reinforcing steel, connection details, foundation vent sizes and location and foundation access.
4. **Floor plans.** Show all dimensions, room identification, door and window sizes and location, location of smoke detectors, water heater, heating equipment, ventilation fans, plumbing fixtures and balconies and decks 30 inches above grade.
5. **Cross section and details.** Show all framing member sizes and spacing. Show details of all wall and roof sheathing, roof slope, ceiling height, siding and roofing materials and all insulation values.
6. **Elevation views.** Must be provided for all four sides and must reflect the existing and finished grades if the change in grade is greater than two (2) feet.
7. **Wall bracing (prescriptive path) and /or lateral analysis.** Location of all lateral brace panels and construction details must be shown or provide engineering if not following prescriptive path.
8. **Floor/roof framing plans** indicating member sizing, spacing and bearing locations, nailing and connection details. Show location of attic ventilation and access.
9. **Basement and retaining wall** cross sections and construction detail, drains and waterproofing, Engineering is required for retaining walls exceeding four (4) feet from bottom of footing.
10. **Beam Calculations** must be provided for all beams or multiple joists exceeding prescriptive code requirements and/or carrying a non-uniform load.