



## Building Permit Submittal Checklist

### **One and Two Family Residence Permits**

*Please make sure that your application for a building permit includes all of the following information. Builders who submit incomplete applications will be required to provide the necessary information before the building permit application will be reviewed. Providing all required information with your application will expedite the building permit approval process.*

*We appreciate your assistance in this.*

1. **Completed Application** on a form provided by the City.
2. **Two complete sets of building plans**—The building plans must show the building as it will actually be built (i.e., changes from a standard plan must be noted). The Building Inspections division of the Community Development Department will check for substantial compliance with submitted plans. Plans will be reviewed for compliance with the 2006 International Residential Code.

A complete set of building plans includes:

- Foundation Plan—footing size, steel size and placement, wall size
- Framing Plans—beam, headers, floor joists, ceiling joists, rafters
- Mechanical, Electrical, Plumbing Information
- Elevations of each of the four sides
- Deck Plans—including footing specs

3. **Two copies of a site plan** drawn to scale showing:

- Existing structures (placement on lot and dimensions)
- Proposed structures (placement on lot and dimensions)
- Adjacent street (s)
- Lot dimensions
- Location of driveways, sidewalks, and utility easements
- Front, rear, and side setbacks
- Which direction is north
- The scale to which the site plan is drawn
- Subdivision, lot number, and address.

#### **Notes:**

1. **ANY INCOMPLETE PLAN SETS WILL BE RETURNED WITHOUT A REVIEW**
2. **If you need partial review or wish to submit preliminary drawings, you must make an appointment with the City Planner at 660-747-9135.**