



Building Division

Single Family Dwelling/ Addition Plan Checklist

Please check the boxes below indicating the **required information** is on the construction documents submitted for application:

SINGLE FAMILY DWELLING

- Upload ¼" scale legible plans
- Floor plans for all levels with all windows, doors, rooms labeled, and dimensions clearly marked
- Foundation plans including all interior footing locations and dimensions
- Cross section that includes footings, foundation, wall and roof design, including interior and exterior finishes
- Exterior elevations (**all** sides)
- Indicate wind bracing method if other than continuously sheathed wall panels
- Deck/porch design including footing sizes and locations, joist sizes and spacing, beam sizes and spans, stair and handrail details, roof design if applicable, and all connections
- Upload site plan, septic waiver & valuation form

All plans shall indicate location, nature, and extent of the work proposed.

PLEASE NOTE:

Permit applications may be submitted at any time, but missing plan details and/or this checklist, may result in a delay of plan review and permit issuance.

Signature of Applicant

Date

FOR OFFICE USE ONLY

Applicant is: Homeowner Contractor Other

- All required information was provided.
- The following information listed above was not provided:

- The following additional information not listed above is required:

