

REQUIREMENTS FOR PLAN REVIEW

All residential plans **must** be submitted to the building department for a possible two-week review period.

Residential plans **must have** the following:

Plot Plan: Supply diagram of lot showing measurements for structure to all building setback lines and existing structures, and the distances required for all servitudes and structure footprint on lot. Minimum setbacks are as follows: Front boundary line 25', Rear boundary line 20', and both sides 5' (unless approved different by The Planning Department).

Floor Plan: Provide scale diagram of structure to be built. If structure is a modification or an addition to an existing structure, plan must indicate all existing and new portions.

Foundation and Footing Plan: Furnish scaled diagram of foundation footprint on lot with all dimensions and detailed footing illustrations with applicable measurements for each.

Electrical Plan: Show scaled diagram for structure (May be overlaid on floor plan for house). Diagram must show all switches, convenience outlets, GFCI outlets/circuits, smoke detectors, water heater, HVAC unit, ceiling fans, and etc. Electrical plans must include specifications list and symbols key.

Mechanical Plan: Supply separate scales diagram for mechanical plan with detailed specifications and symbols key (Must be overlaid on a separate floor plan from electrical plan). Plans must show all mechanical equipment, ducts, vents, catwalks, required work space platforms, return air, attic access to equipment, drain lines, drain pan with float switch, gas supply line, and all electrical needs and fixtures with all required distance measurements shown also.

The approved set of plans **must** be on the jobsite at all times during the inspection procedures.

If plans are drawn by and architect or Engineer, they must have their seal **AND** their original signature. If drawn by a designer their name must be on the drawings.

If your plans are a copy of an original set already used by someone else, or you, to build the same structure in another location, you must provide a letter from the designer, architect, or draftsman granting their permission for multiple use.