Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 09/30/15

Building Permit Submittal Requirements –Level I: Minor Residential Development			
Applicant Checklist	**Planner Checklist (internal)**	**Number of Copies**	**Submittal Requirement**
		1	**One (1) complete set of construction drawings must include:**
X			▪ *Cross section with framing details*
X			▪ *Floor plans and elevations to scale*
X			▪ *Stair details including dimensions of : rise/run, head room, guards/handrails, baluster space*
X			▪ *Window and door schedules*
X			▪ *Foundation plans w/required drainage and damp proofing , if applicable*
X			▪ *Detail egress requirements and fire separation, if applicable*
X			▪ *Insulation R-factors of walls, ceilings & floors & U-factors of windows per the IEEC 2003*
X			▪ *Deck construction including: pier layout, framing, fastenings, guards, stair dimensions*
X			▪ *As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)*
X			▪ *Reduced plans or electronic files in pdf format are also required if original plans are larger than 11X17"*

** **Reminder:** **

1. **A CD or PDF of the entire application, including all plans, must be submitted with the application.**
2. Separate permits are required for internal and external plumbing, HVAC, and electrical installations.
3. Please submit all of the information outlined in this application checklist.
4. If the application is incomplete, the application may be refused.
5. The Planning and Urban Development Department may request additional information prior to the issuance of a permit.