

Building Permit Submittal Requirements –Level I: Minor Residential Development

Applicant Checklist	Planner Checklist (internal)	Number of Copies	Submittal Requirement
<input checked="" type="checkbox"/>		1	One (1) complete set of construction drawings must include:
<input checked="" type="checkbox"/>			▪ <i>Cross section with framing details</i>
<input checked="" type="checkbox"/>			▪ <i>Floor plans and elevations to scale</i>
<input checked="" type="checkbox"/>			▪ <i>Stair details including dimensions of : rise/run, head room, guards/handrails, baluster space</i>
<input checked="" type="checkbox"/>			▪ <i>Window and door schedules</i>
<input checked="" type="checkbox"/>			▪ <i>Foundation plans w/required drainage and damp proofing , if applicable</i>
<input type="checkbox"/>			▪ <i>Detail egress requirements and fire separation, if applicable</i>
<input checked="" type="checkbox"/>			▪ <i>Insulation R-factors of walls, ceilings & floors & U-factors of windows per the IECC 2003</i>
<input checked="" type="checkbox"/>			▪ <i>Deck construction including: pier layout, framing, fastenings, guards, stair dimensions</i>
<input checked="" type="checkbox"/>			▪ <i>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.)</i>
<input checked="" type="checkbox"/>			▪ <i>Reduced plans or electronic files in pdf format are also required if original plans are larger than 11X17"</i>

**** 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.