

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:
<input type="checkbox"/>			▪ <i>Cross section with framing details</i>
<input type="checkbox"/>			▪ <i>Floor plans and elevations to scale</i>
<input type="checkbox"/>			▪ <i>Stair details including dimensions of : rise/run, head room, guards/handrails, baluster space</i>
<input type="checkbox"/>			▪ <i>Window and door schedules</i>
<input 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 type="checkbox"/>			▪ <i>Insulation R-factors of walls, ceilings & floors & U-factors of windows per the IEEC 2003</i>
<input type="checkbox"/>			▪ <i>Deck construction including: pier layout, framing, fastenings, guards, stair dimensions</i>
<input 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 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.