

RESIDENTIAL REMODEL BUILDING PERMIT APPLICATION CHECKLIST

- **Site Plan** of the property you're working on. Must include lot lines and dimensions.
Show all permanent structures on the property (ie: garages, concrete, sheds, etc)
Show drainage and grading, sewer & water tie-ins, topographical elevations & contours. Ask for an example from counter staff if you need help on this.
***NOTE* Site plan not required for interior remodel or basement finish**
- **Set of Construction drawings** drawn to scale (ie: 1/4"=1', 1/8"=1', etc)
 - **Floor Plans** of each floor. Include electrical diagrams, existing doors & windows, etc.
 - **Elevation drawings** (front, rear, sides) showing final grade. (for exterior work and additions)
 - **Each different Wall Type diagram.** (ie: bearing walls, shear walls, fire walls, exterior/interior walls.)
 - **Framing details**
- **Structural Calculations** (if applicable)
 - **Footing & Foundation plans**, one of which must be wet-stamped and signed
 - **Engineering Packets**
 - **Soils Report (if applicable)**
 - **Retaining Wall Engineering (if applicable)**
- **ResChecks** 2006 IECC current version available at: www.energycodes.gov
OR the prescriptive requirements can be noted on the plans
- **Manual J & D Calculations and drawings** HVAC equipment and ductwork design documents (if applicable)
 - **Gas Line Drawing**