

## Residential Submittal Guide

**Provide Two Sets of scaled drawings addressing the following: (1/4" Scale – 11"x17" min size)**

**If one set is provided for review, the approved set shall be left onsite for inspection purposes**

- Foundation Plan
  - Footing size, width, thickness, of the concrete and the depth of the bottom of footing for frost protection. Required for perimeter walls, interior bearing walls, interior piers, garages, and porches / decks.
  - Provide all dimensions, overall dimensions, offset dimension, pier spacing dimensions, etc...
  - Foundation Wall type, thickness, height, amount of unbalanced backfill and the steel reinforcement.
  - Show the directions of floor framing. Identify type, size, and spacing of all floor framing members.
  - Identify Girder beam type and sizes.
  - Crawlspace Foundations show the ventilation requirements or specify unvented or conditioned crawl space.
  
- Floor Plan(s)
  - Show walls, windows, and door with dimensions.
  - Identify all rooms.
  - Identify window and door sizes including tempered window locations.
  - Identify header type and sizes.
  - Identify the roof framing members' type, size, spacing, and orientation, including beams and headers including all load reactions at all beam locations.
  - Provide a preliminary packet for engineered systems: Floor Trusses, Roof Trusses & I Joists or Provide ALL Girder Truss reactions and locations as well as designed floor loads
    - *Note: Sealed spec sheets required at time of inspection*
  - Identify all Wall Bracing Panel locations including method
    - *Note: Code Language Stating to follow local codes will not be accepted*
  - Plan view of all attached or freestanding decks including Sq. Ft. and framing members.
  
- Elevation & Details
  - Show any / all tall wall elevations.
  - Identify roof pitch.
  - Note any special circumstances on the plan that may apply.
  - Provide all sealed / stamped RDP designs for Tall Walls (*Walls over 12' in height*), Metwood Pan systems, Post and Beam Connections supporting habitable space, etc....
  
- Cross Section (Section cut through the house)
  - Show all footing, foundation, floor framing, wall framing and roof framing.
  - Identify all framing members, type, size, and spacing.
  - Identify the insulation requirements.

***See Back for Retaining Walls / Additions and Alterations Guidelines***

***Minimum 11" x 17" size paper required. Terms "Shall Meet Local Code" will not be accepted.***

***All Plans SHALL include a TITLE BLOCK with Owners Name, Project Address, and date of revision.***

***An individual may draw their own plans but must be drawn to scale or on graph paper and provide enough information to clearly identify all construction methods and materials.*** REV 6/28/23

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**Provide Two Sets of scaled drawings addressing the following: (1/4" Scale – 11"x17" min size)**

- Retaining Walls
  - Show all applicable retaining walls including length and height. Reference Retaining wall submittal guide for detailed requirements. *(Walls over 4' in height of unbalanced fill will require stamped RDP design)*
  
- Additions and Alterations
  - Provide all applicable drawings from previous page.
  - Provide a simple sketch (One-Line Drawing) of the existing structure.
  - Show all exterior dimensions.
  - Identify all existing rooms.
    - \*\* Additions cannot block a required emergency egress window from a bedroom\*\*
    - \*\*Garage additions cannot enter the dwelling through an existing bedroom\*\*

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