



SITE PLAN REQUIREMENTS FOR RESIDENTIAL PLANS

Project Name: _____ Applicant: _____

All permits are reviewed at the Wednesday morning staff meeting. Plans must be submitted by Friday 3:00 pm in order to go to staff meeting the following Wednesday. Any plans submitted after the Friday deadline will not go to staff meeting until the following week.

PLACE A CHECK MARK BY EACH ITEM TO VERIFY THAT ALL REQUIREMENTS ARE ON YOUR PLANS

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| <input type="checkbox"/> 1) Label Entry Way | <input type="checkbox"/> 10) Elevation Of Adjacent Lots And Areas |
| <input type="checkbox"/> 2) Outside Dimension Of Building | <input type="checkbox"/> 11) Engineered Retaining Walls (REQUIRED WITH AN ELEVATION DIFFERENCE OF 4' OR MORE) |
| <input type="checkbox"/> 3) Location & Size Of Power Meter | <input type="checkbox"/> 12) Show All Existing Retaining Walls |
| <input type="checkbox"/> 4) Location Of Secondary Power | <input type="checkbox"/> 13) Show Driveway And Width (CORNER LOTS REQUIRE DRIVEWAYS TO BE 25' FROM CURVATURE OF ROAD) |
| <input type="checkbox"/> 5) Location Of Water Meter | <input type="checkbox"/> 14) All Site Plans Must Be To Scale |
| <input type="checkbox"/> 6) Location Of Gas Meter | <input type="checkbox"/> 15) Subdivision Name, Phase Number, Lot Number And Address |
| <input type="checkbox"/> 7) North Arrow | <input type="checkbox"/> 16) Show Setbacks |
| <input type="checkbox"/> 8) Elevations Of All Lot Corners | <input type="checkbox"/> 17) Drainage Plan |
| <input type="checkbox"/> 9) Elevation Of Pad | <input type="checkbox"/> 18) Show All Existing Easements |

OTHER REQUIREMENTS FOR RESIDENTIAL PLAN SUBMITTALS

- 19) Must Be Blueprint Size
- 20) Must Include The Following Elements:
 - a) Floor Plan
 - b) Plot Plan
 - c) Elevations – All Sides With Dimensions
 - d) All Dimensions Must Be Correctly Shown
 - e) Typical Sheet Including:
 - 1) Footings
 - 2) Walls
 - 3) Shear Plan
- 21) One Paper Set For Plan Review & One On Cd (Pdf) Is Required. Cd Will Need To Be Submitted when Permit Is Issued.
- 22) Any Details Not Meeting Conventional Definition Will Require Engineering.
- 23) **A PRE-CONSTRUCTION GEOTECHNICAL DATA SHEET MUST BE SUBMITTED WHEN PLANS AND APPLICATION ARE SUBMITTED, IN ORDER FOR PLANS TO BE REVIEWED.**
- 24) **RESCHECK MUST BE SUBMITTED WITH PLANS.**
- 25) **A SIGNED IRC/IECC CODE COMPLIANCE CERTIFICATION MUST BE SUBMITTED WITH PLANS.**