



**REQUIRED DETAILS IN A SET OF PLANS FOR BUILDING PERMIT**

This handout describes the minimum information required to be provided in a complete set of plans. Please provide additional construction details and/or information beyond those specified below when necessary or required for clarity. Items marked with an asterisk may not be required for residential projects.

**Lot Plan**

Please show the following details:

- All existing street improvements (curb, gutter, sidewalk, street trees)
- Location of and distance to the closest fire hydrant
- Name and location of all adjacent streets
- Location of all existing and proposed structures. (Including garages or carports, storage buildings, arbors, patios, decks, swimming pools and spas, etc.). Distinguish between what exists and what is proposed
- All trees with a diameter of 6 inches or greater
- The entire parcel with all property lines and easement lines and dimensions
- A north arrow
- Scale length of drawing
- Dimensions of all:
  - a. Property lines
  - b. Distances between the property lines and the existing and proposed structures
  - c. Distance between structures
  - d. Exterior wall lengths of all structures on the property

Please list the following information:

- Address of the subject parcel
- Zoning District
- Occupancy Group
- Type of Construction
- Square footage of the entire parcel
- Maximum allowable floor area per zoning district requirements
- Floor area of existing and proposed structures
- Maximum allowable lot coverage per Zoning District requirements
- Existing and proposed lot coverage square footage and percentage
- Existing impervious area and proposed impervious area
- Number of floors, for both existing and proposed structures
- Square footage of all existing and/or proposed structures by floor including basements
- Square footage of all existing and/or proposed porches, patios, and decks whether they are to be covered or uncovered

## **Demolition Plan**

Please show the following details:

- Proposed structural elements, walls, and partitions to be removed
- Existing siding, windows, doors, fixed cabinetry, shelving, fixtures, and finishes to be removed

## **Floor Plan**

Please show the following details:

- The intended use or occupancy and dimensions of proposed and existing rooms
- Location and dimensions of all doors, windows, cabinets, fixtures, etc.
- Interior garage dimensions
- Proposed finishes

## **Roof Plan**

Please show the following details

- Foot print of proposed and existing structure
- Proposed and existing hip and ridges
- Direction of the slopes of the roof
- Location of all skylights, chimneys and vent terminals
- Calculation for roof venting and the location and size of the vents
- Specification of roofing material

## **Exterior Elevations**

Please show the following details

- All new exterior building elevations and/or proposed changes to existing exterior building elevations including all dormers, balconies, windows, doors, and roof pitches.
- Exterior finishes, including existing finishes and proposed finishes
- Represent the daylight plane if required by the Zoning District
- Existing and finish grade on all elevations of structures
- Height above finish grade of all floors, eaves, and ridges
- Height of chimney above roof areas within 10 feet of chimney

## **Building Sections**

Please show the following details:

- The dimension of ceiling heights from finish floor to bottom of ceiling joist
- The attic dimension measured from top of ceiling joist to bottom of roof sheathing
- Existing and proposed insulation in walls with R values

## **Structural Plans**

Please show the following details:

- Foundation plan
  - a. The locations, types, dimensions and reinforcement of the existing and proposed foundation type
  - b. The location of all anchor bolts and holdowns for new foundations
- Floor, Ceiling, and Roof framing plans
  - a. All framing member sizes including size and type of mud sill
  - b. Calculation for under floor venting and the location and size of the vents
  - c. Locations of all shear walls
  - d. Nailing schedule for all diaphragms
  - e. Location of all straps
- Structural details showing all connections and details not shown

### **Mechanical Plan**

Please show the following details

- Location and support for all HVAC equipment\*
- Location and size of all ducts and registers and label all ducts and registers\*
- All ducts and registers support details\*
- Duct size and structural support calculations\*

### **Electrical Plan**

Please show the following details

- Location of all electrical outlets and switches
- Location of all fixed lighting
- Location of all electrical panels
- Line diagram of wiring including circuit, wire size, and type\*
- Size and type of conduit if being used\*
- All wire and conduit support and trench details\*
- Load and voltage drop calculations\*

### **Plumbing Plan**

Please show the following

- Location, size, and type of all drain waste and vent pipes\*
- Location, size, and type of all water supply pipes\*
- Location, size, and type of all gas pipes\*
- Location, size, and type of water heater
- All pipes support and trench details\*
- Gas and water supply pipe size calculations\*

\* May not be required for single-family residential projects