

# Residential Building Permit Submittal Checklist:

- **Building Permit Application**
  - List all contractors working on the job
  - Lot # and subdivision
  - Current owner at time of application submittal
  
- **New Home/Addition**
  - ❖ **Plans with enough detail to build the project**
    - *Elevations*
      - *Front*
      - *Back*
      - *Sides*
    - *Floor Plans*
      - All rooms labeled
      - Scalable or fully dimensioned
      - Will basement be finished, unfinished or partial?(if applicable)
      - Beams / Headers to be used
    - *Foundation type*
      - If using trench foundation indicate width
    - *Site Plan*
      - Erosion control
      - Setback distances from roof overhang to property lines
      - Easements
    - *Wall Section*
      - Exterior wall height
      - Basement wall height
      - Roof pitch
      - Eave to ridge height
      - Overhang depth
  
- **Deck Framing Plan**
  - Dimensions of deck
  - Location of all pier footings
  - Pier footing size
  - If using engineered beam list size and name brand of beam
  - Deck beam size & Material
  - Joist size / spacing / orientation