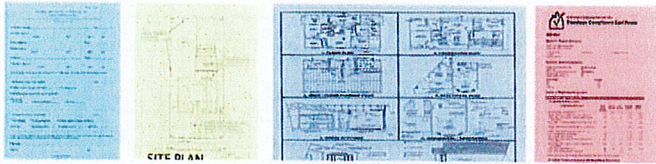


# Submittal Guidelines for Residential Permits

Provide (2) copies of all documents: (1) For City Retention and (1) For Contractor

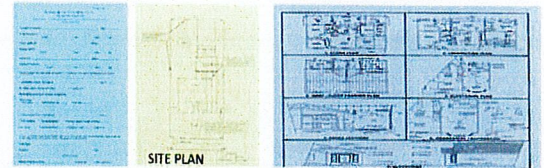
## New Single Family Residence

- Application
- Site Plan
- Building Plans
- Energy Compliance Report



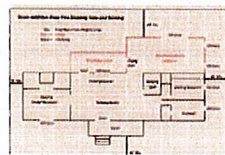
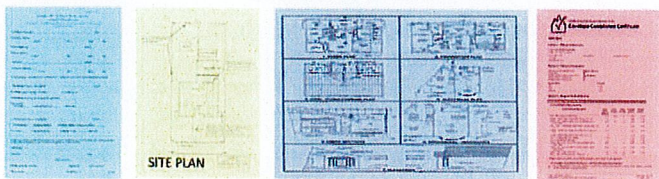
## New Residential Detached Accessory Building

- Application
- Site Plan
- Building Plans



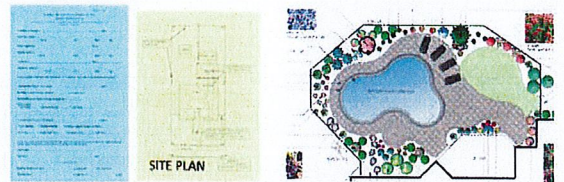
## New Single Family Addition

- Application
- Site Plan
- Building Plans
- Energy Compliance Report
- Floor Plan Showing Existing and New Addition



## Pool and Spas

- Application
- Site Plan
- Pool Detail



## Trade Permits / Minor / No Review

- Application / Note: Inspection Only



**Note:**

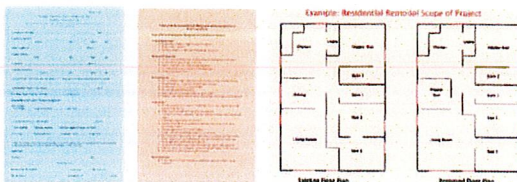
Please do not submit separate "Trade Permits" associated to residential additions - remodels or alterations.

Trades are all included under the residential addition - remodel and alteration permit projects.

- Electrical Repair
- Plumbing Repair
- Mechanical Repair
- Electrical Service Upgrade
- Siding / Veneer
- Re-Roof
- Irrigation System
- Concrete Deck / Slabs
- Foundation Repair

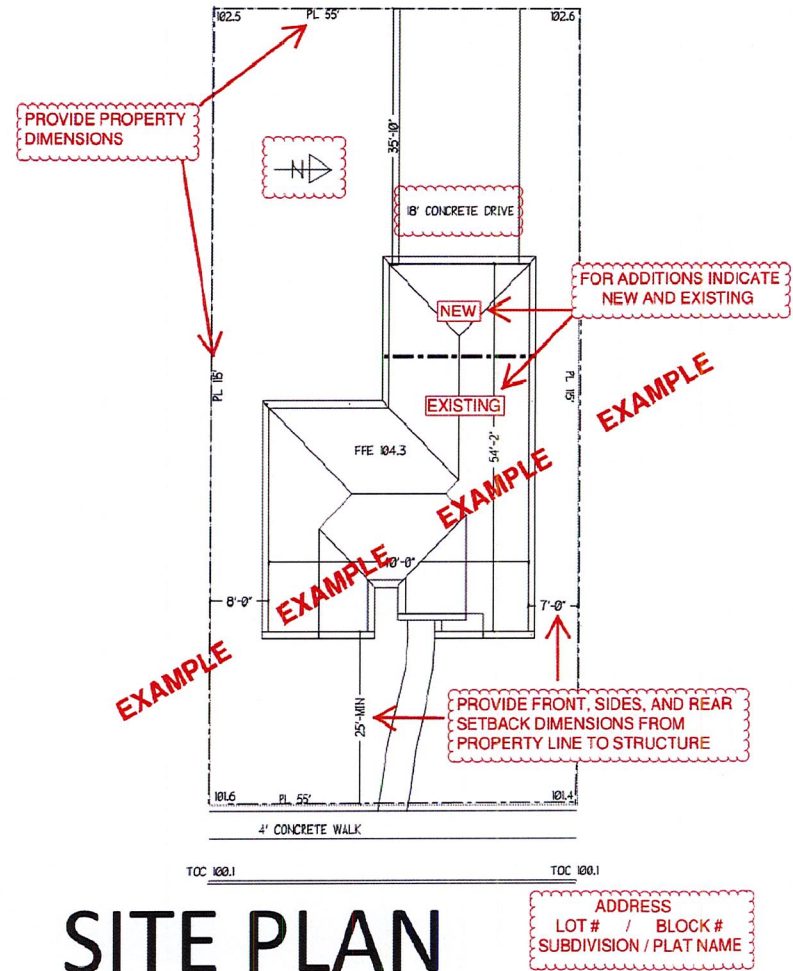
## Interior Residential Remodel

- Application
- Scope of Work Description Sheet
- Floor Plan / Before and After



# Site Plan should provide the following information

- North Arrow
- Address / Subdivision / Lot Number / Block Number
- Scale: i.e. 1" = 10' / 1" = 20' / 1" = 30' Please use either an Engineer or Architectural scale only. Nonstandard scales are not acceptable for example 1" = 26.5 or 1" = 16'
- Parcel / Property Dimensions all sides.
- Show setback dimensions to all structures from property line and distances between buildings .
- Label all structures i.e. Residence, Barn, Detached Garage, Storage Shed, etc.
- Dedicated driveway access to property showing street name and or alley where applicable.
- Driveway must be labeled Driveway or "DW"
- Show Easements (ingress / egress easements, public utility easements, etc.
- Square footage of all structures / existing and new



# Construction plans should include the following details

## 1. Floor Plan

- Dimensions, room titles, and ceiling heights
- Location and labeling of all appliances
- Square footage summary  
(Livable, garage, patios, and total under roof)
- Door and window type and size (ex: single hung, French, etc.)
- All adjacent rooms to an addition in its entirety showing the door and window sizes

## 2. Roof / Floor Framing Plan

- Size of all individual header and beam sizes
- Label all structural members such as rafters, joist, trusses, over framing, and their spacing

## 3. Cross Sections

- All connection details keyed in
- Basic outline of all structural members  
Including beams, trusses, hardware, blocking, footings, post, concrete slab, insulation, over framing, etc.

## 4. Foundation Plan

- Post sizes at all columns supporting concentrated loads
- Footing size dimensions, and depth

## 5. Electrical Plan

- Receptacle and lighting placement
- Labeling of special hardware required such as disconnects, weatherproof receptacles, GFCI outlets, meter and sub-panel locations, etc
- Location of smoke and carbon detectors
- Location of all appliances such as air conditioners and air handlers

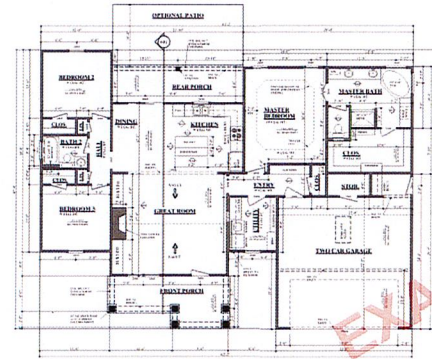
## 6. Elevations

- Masonry Percentage calculations
- Height location for grade, finish floor, header heights, top plate heights, ridges, etc.
- Slope of roof and floor elevation heights need to be represented correctly.  
Exterior finishes for roofs and walls

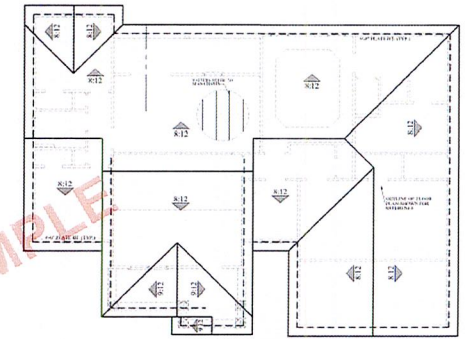
## 7. Other Documents

- Energy Report
- Engineering
- Other Documents

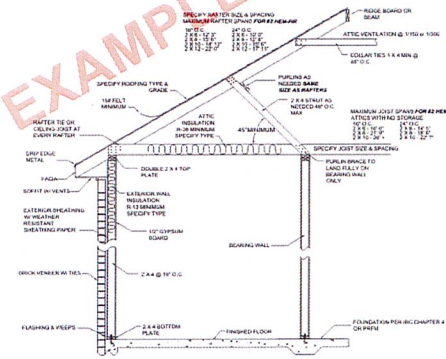
## Stair and Guardrail Details (If applicable)



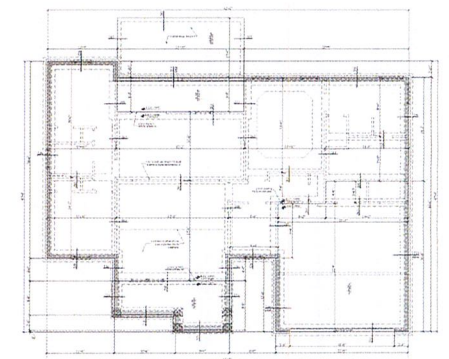
1. Floor Plan



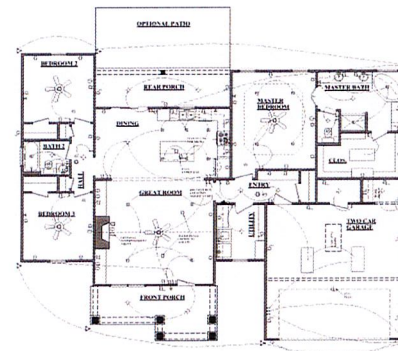
2. Roof / Floor Framing Plan



3. Cross Section Plan



4. Foundation Plan



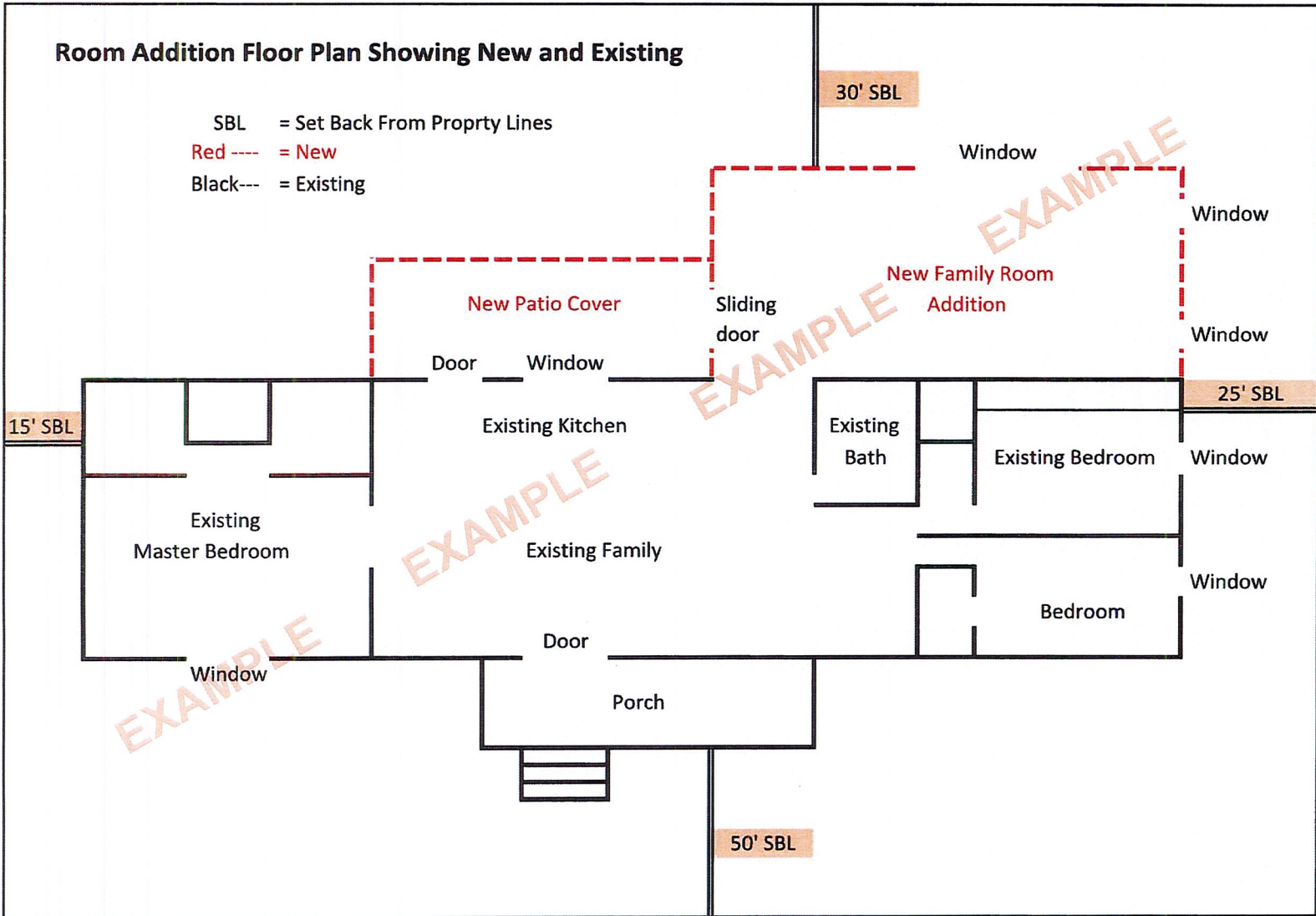
5. Electrical Plan



6. Elevation

# Room Addition Floor Plan Showing New and Existing

- SBL = Set Back From Property Lines
- Red ---- = New
- Black --- = Existing



# Remodel / Scope of Project

For

The Smith Residence Remodel / 1234 Central Avenue, Anywhere USA 12345

## Living Room:

- Shorten hallway and increase living room area by removing section of non-bearing wall that separates the hall from the living room (see floor plan)
- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

## Dining Room:

- Convert Dining room into Private Den by adding a wall and passage door
- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

## Kitchen and Laundry area

- Install new cabinets and counter tops
- Install new plumbing fixtures
- Install new appliances
- Replace all electrical receptacles and switches with new (GFCI)
- Install ceiling fan over sitting area
- Replace all trim / molding
- Paint
- Install tile flooring

## Master Bedroom / Bedroom 2 / Bedroom 3

- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

## Bath 1 and 2

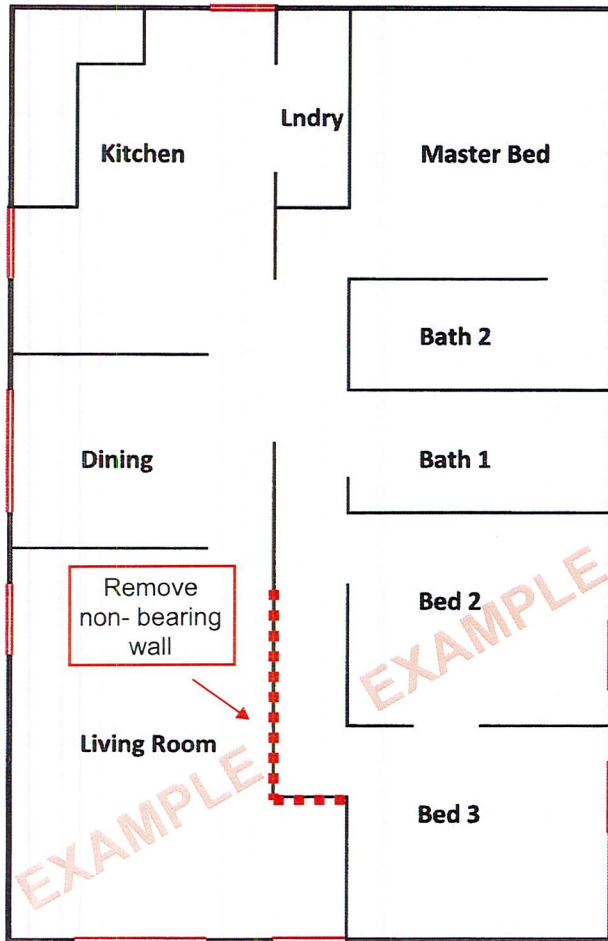
- Replace all electrical receptacles and switches with new (GFCI)
- Install exhaust fan
- Replace all trim / molding
- Paint
- Install tile flooring

### If removing a bearing wall:

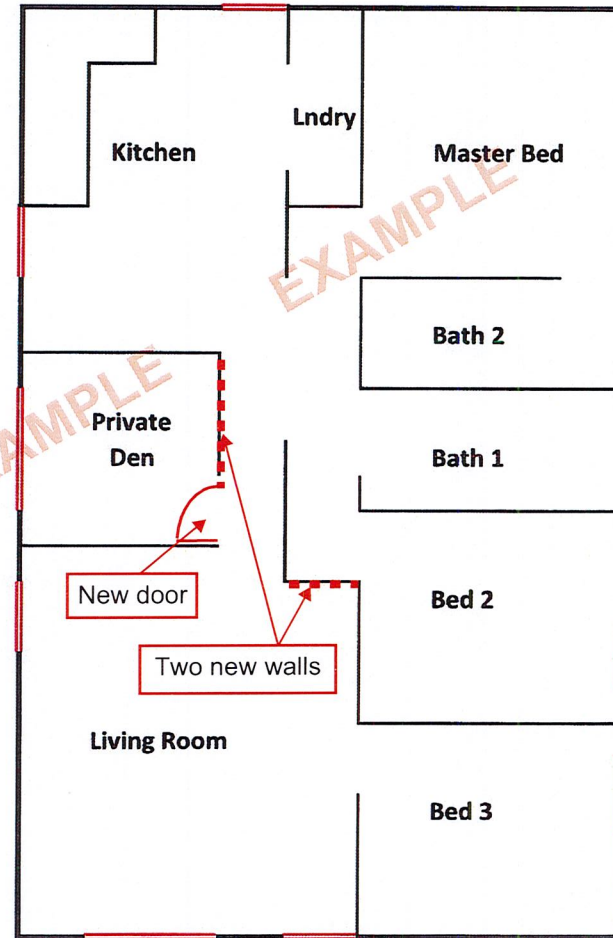
- Indicate / Highlight location of wall
- Provide detail of beam size and support system including spread footing size.

Page 1 of 2 for interior remodel

## Example: Residential Remodel Scope of Project



Existing Floor Plan



Proposed Floor Plan