



**REQUIRED RESIDENTIAL SUBMITTALS**  
*for One and Two Family Dwelling Building Permit*  
**Department of Municipal Development**

**A. Two sets of blueprints showing:**

*One set of blueprints for Building Department and one official set of blueprints for job site*

1. Minimum of two (2) Elevations: front and side or front and rear.
2. Foundation Plan
3. Floor Plan of each floor showing window and door locations and all pertinent dimensions.
4. Cross Section Detail(s) of structure showing footing through roof and indicating:
  - Size and thickness of all members used in construction
  - R-values of all members used in construction
  - Other code compliant details (e.g. anchor bolts, veneer, etc)
5. If trusses are used, a manufactured truss drawing and any special framing details. *Building Commissioner may require truss plans to be certified by a Registered Design Professional.*
6. Total Square Footage per floor, basement, garage, porch, screened porch, and deck.
7. Site Plan acceptable to Zoning
8. Electrical Plan (location of Meter/Panel Box and size)
9. Plumbing Plan (approximate location and size of water and sewerage coming into building)
10. HVAC Plan (*May be excluded for design and build situations*)

**B. Contractor Information – either general contractor or owner must provide the following on the permit application:**

1. Electrical Contractor: \_\_\_\_\_
2. Plumbing Contractor: \_\_\_\_\_
3. HVAC Contractor: \_\_\_\_\_

**C. Drawings must be supplied for new homes, room additions, carports, garages, decks, porches, porch enclosures, ramps, and any other extensive remodeling. *Under special circumstances, Management/Plan Review may waive plan requirements.***

**Your blueprints have to be reviewed and stamped before you can obtain a permit. The review time is usually no longer than forty-eight (48) working hours. The official set of plans, as stamped by the Department, must be maintained at the construction site until the structure receives a Final Inspection by Code Enforcement. The construction area can not be occupied until an Occupancy Permit is issued.**