



RESIDENTIAL PLAN SUBMITTAL CHECKLIST

ATTACHMENT A

Please take a moment to compare your plan sets with this checklist. This form is to assist building permit applicants in determining the adequacy of their submittal package. A complete submittal will expedite the plan check process. Incomplete submittals cannot be accepted. No deferred submittals will be accepted. Check the items that are included.

- PLANS: 3 sets are required (soils report if applicable).
- COVER SHEET INFORMATION: Owner's name, project address, phone number, project data/code summary must be on plans.
- COMPLETE SITE PLAN: To scale, dimensioned, all on-site and off-site improvements, location of all existing and proposed fire hydrants, location of water and sewer service connections at the city mains and to each building indicate curb, gutter, sidewalk and approach. **Call out FLOOD ZONE elevation.**
- COMPLETE FLOOR PLAN: To scale and dimensioned.
- ELEVATIONS: A minimum of four (4) major elevations.
- COMPLETE FOUNDATION PLAN: Drawn to scale and dimensioned.
- SOILS REPORT (if applicable)
- FRAME/ROOF PLAN: Indicate whether plans have a conventional frame or a "truss" roof. Show pitch, direction of slope, location of hips, valleys, dormers, equipment, layout plan, location/size headers, beams, and girders. Indicate type of roof plan below:
- CUT AND STACK/CONVENTIONAL FRAME ROOF: sizes & spacing's of all members (rafters, hips, valleys, ridges, and purlins) with engineering.
- TRUSS CALCULATIONS: Complete set of TRUSS CALCULATIONS. This will include layout, truss calculation sheets keyed to layout.
- STRUCTURAL ANALYSIS OF NON-CONVENTIONAL BUILDINGS (if applicable): Indicating load paths and shear transfer (CBC) and shear wall construction.
- ELECTRICAL PLAN: (may be included on Floor Plan, if kept clear) including service size calculation.
- MECHANICAL PLAN: Indicating size, location of units, size of ducts and outlets; Fire Sprinkler System plans and Calculations.
- PLUMBING PLAN: Include DWV system, water, gas piping size calculations and schematics.
- FIRE SPRINKLER SYSTEM PLAN
- COMPLETE ENERGY CALCULATIONS (TITLE 24 FORMS): Provide forms. MECH, CF-1R, LTG, ENV, and mandatory features must appear on plans.
- COMPLETE LANDSCAPE & IRRIGATION PLAN (To meet MWELo Requirements if applicable). Submit **Exhibit A**
- COMPLETE SOLAR PV SYSTEM PLANS AND SUBMITTALS PER T24 MINIMUM KWDC

INCOMPLETE SUBMITTALS WILL BE REJECTED

I have reviewed this checklist. All items checked above are included as applicable. Plans must be signed by the person responsible for their preparation.

PRINT OR TYPE NAME: _____

SIGNATURE: _____

DATE: _____