



Building Submittal Checklist

Single Family Residence – Interior Remodel

Included in this checklist are the **minimum standards** for department review.
This checklist does not imply that the building permit will be approved if all items are present at the time of submittal.

Applications receive 15 days for initial review.

After your review fees have been paid, it may take 2 weeks or longer to be reviewed by all departments

CONSTRUCTION PLAN REQUIREMENTS

BUILDING DEPARTMENT	YES	NO
Wet stamp of PE or Architect on ALL structural pages, Edition of Code, and design loads used – Required if bearing wall(s) are proposed to be removed or altered;		
Floor plans of all floors, finished or unfinished that are proposed to be finished or remodeled;		
Cross section(s) of structure to show all floor, wall and roof/ceiling components including wall framing, insulation types, R-values, ceiling heights, siding and Class A rated roof covering or Class A rated assembly, etc. if changes are proposed;		
Complete Detail of Engineered Foundation System if changes are proposed;		
Complete detail for all framing (engineered if load bearing), including stair detail, etc.		
Window and door schedule, including U-factors if replacements are proposed;		
Location of all plumbing fixtures, kitchen appliances, water heaters, furnaces, boilers, wall heaters, gas, wood or pellet stoves, fire places or inserts, etc. if changes are proposed;		