

Building Department Plan Check Requirements

Owner _____ Checked By _____ Date _____

Contractor _____ Permit# _____

Pre-Plan Check

- ___ 1. Two Sets of Plans
- ___ 2. Architect/ Engineer Seal (If apply)
- ___ 3. Flood Hazard Info. Sheet
- ___ 4. Fire Depart. Approval
- ___ 5. Engineering Approval
- ___ 6. Sq. Ft. Summary: living, garage, porch, covered patios, accessory buildings...
- ___ 7. Zoning
- ___ 8. Application

Plot Plan

- ___ 1. Locate Setbacks
- ___ 2. Locate Electric service entry
- ___ 3. Locate Driveway
- ___ 4. Name Adjacent Street
- ___ 5. Outline area to be grade
- ___ 6. Indicate depths of cut & fill
- ___ 7. Indicate Scale
- ___ 8. Dimensions from Structure to property line
- ___ 9. Indicate water meter & water line to House
- ___ 10. Indicate electrical service (underground Or overhead)(36" clearance)

Floor Plan

- ___ 1. Label & Dimension all rooms and spaces (IRC R304)
- ___ 2. Hallways width, 3 ft. min. (IRC R311.3)
- ___ 3. Attic Access 22"x30" min. w/ 30" Unobstructed headroom.
- ___ 4. Exit doors & landings 36" (IRC R311.4)
- ___ 5. Exit windows at bedrooms, 5.7 Sq. ft. Min. – 44" window sill height max. (R310)
- ___ 6. Gas appliances in garage shall be 18" Above finish floor (IRC P2801.6)

- ___ 7. All plumbing walls shall be 6" min.
- ___ 8. Safety Glazing- (IRC R308.4)
24" or less from doors.
Sliding doors, tubs, ect..
Need safety glass if all 4 items are Present:
* Bottom edge less than 18" from fin. Floor.
* Top edge less than 36" above floor.
* Exposed area larger than 9 Sq. Ft.
* Walking surface within 36" horizontal Of the glazing.
- ___ 9. Four or more risers need handrail (IRC R311.5.6)
- ___ 10. Handrail height, not less than 34" & not more than 38" high (R311.5.6.1)
- ___ 11. Handrail ends shall returned or terminate In newel posts or safety terminals (IRC R311.5.6.2)
- ___ 12. Max riser height shall be 7 ¼" & Minimum tread shall be 10 inches (IRC R311.5.3.2)
- ___ 13. Need guard at 30" above floor, not Less than 36" in height (IRC R312.1)
- ___ 14. Toilets need a clear space not less than 30" wide and 21" at front (R307.1)
- ___ 15. Window U-Factor of 0.65 & SHGC Of .40 (IRC Table N1102.1)
- ___ 16. No openings between garage and Bedrooms. Garage/house door shall Be 20 min. fire rated or solid (R309)
- ___ 17. Show location of water heater/ cooler & Furnace.
- ___ 18. Any room with a closet is consider a bedroom and need to comply w/ all the bedroom requirements (window, smoke detector, arc-fault circuits.

Foundation Plan (As per Section R403)

- ___ 1. Show footing size and depth (R403.1)
- ___ 2. Show reinforcing steel on footing detail
- ___ 3. Retaining wall over 6' height req.
Engineer's seal & City approval.
- ___ 4. Show measurement to locate footings.
- ___ 5. Check interior bearing footings under
All bearing points.
- ___ 6. Locate & specify all anchor bolts spacing
And post anchors on the foundation plan.
- ___ 7. Include note: "Bottom of all footings shall
Be 12" min. into undisturbed soil" R403.1
- ___ 8. Need a continuous footing (Including
Under garage opening) (IRC R403.1).
- ___ 9. Show footing for Interior bearing wall
(IRC R403.1.6)

Plumbing Plan

- ___ 1. Specify if appliances & equipment are gas,
Electric or propane. Show units location
- ___ 2. Show impact protection for units in
garages.
- ___ 3. Provide a detail for island sink venting or
add note.
- ___ 4. WH T & P pressure valve shall terminate
to day light & not higher than 6" from
adjacent grade.
- ___ 5. Check for VTR's location
- ___ 6. Indicate combustion air source (G2407)

Elevations

- ___ 1. Complete drawings of all elevations
- ___ 2. Show Height dimensions for roofline
- ___ 3. Show window sill height (bedrooms)
- ___ 4. Chimney shall extend at least 2' higher
Than any portion of a building within 10',
but shall not be less than 3' above the
highest point where the chimney passes
through the roof (IRC R1003.9).
- ___ 5. Note and specify all roof slopes, Min.
Roof slope ¼" per foot. (IRC R905)

Structural / Framing Plan

- ___ 1. Engineered truss calcs or add note:
"Engineered truss calculations to be
submitted at framing inspection".
- ___ 2. Specify size, spacing and span of all
Framing members.
- ___ 3. Wood columns / post, need 1" standoff
metal base on concrete. (R319.1.4)
- ___ 5. Manufactured engineered trusses
(IRC R802.10.2).
- ___ 6. Wood ledger on concrete/ CMU shall
be 3x, show bolt size & spacing.
- ___ 7. Two scuppers min. or scupper & overflow
on flat roof. (IPC 1107.1)

Cross section Details

- ___ 1. Indicate stud size & spacing
- ___ 2. Check top plate/bolts size & spacing/
H2.5 (IRC R611.9)
- ___ 3. Metal weep screed with 3 ½" flange
(IRC R703.6.2.1)
- ___ 4. Fin. Fl. Elev. Minimum clearance to grade
4" to concrete & 6" elsewhere (R404.1.6)
- ___ 5. Min. vert. reinforcing for masonry 48" o.c.
(IRC R606.12.2.1.3)
- ___ 6. Insulation on wall R-13 & R-30 on
attic space (IRC N1102.1)
- ___ 7. Minimum footing depth (12" into
Undisturbed soil) (IRC R403.1)

Mechanical Plan

- ___ 1. 1" door undercut or return air in
Bedrooms.
- ___ 2. Indicate A/C Unit size (tons)
(approx. 400 sq. ft. per ton)
- ___ 3. Exhaust fans in bathrooms if not supply
with ventilation. (IRC R303.3)
- ___ 4. Provide combustion air for all liquid and
solid fuel burning appliances (IRC M1701)
Prohibited sources, sleeping rooms,
bathrooms & toilet room (M1704.4).
- ___ 5. Return air prohibited source: A closet,
bathroom, toilet room, kitchen, garage,
mechanical rooms, furnace rooms or
other dwelling. (IRC M1602).

