

JOB INFORMATION						OWNER																	
Name:						Name:																	
Address:						Address:																	
City:			State:			Zip:			City:			State:			Zip:								
Phone:						County						Phone:						Fax:					
E-mail:																							
ARCHITECT/ENGINEER									APPLICANT/CONTRACTOR														
Name:									Name:														
Address:									Address:														
City:			State:			Zip:			City:			State:			Zip:								
Phone:									Fax:														
LOCAL GOVERNMENT																							
<input type="checkbox"/> Zoning <input type="checkbox"/> DEQ <input type="checkbox"/> Other																							
MINIMAL PLAN REQUIREMENTS CHECKLIST:																							
	Need	OK or N/A	Plan Requirements - All Structures																				
1	<input type="checkbox"/>	<input type="checkbox"/>	Two complete sets of plans, photocopy or blueprint (no pencil)																				
2	<input type="checkbox"/>	<input type="checkbox"/>	Plans drawn to scale (minimum 1/8" per foot, minimum 8.5" x 11")																				
Site plan - All structures																							
3	<input type="checkbox"/>	<input type="checkbox"/>	North arrow, lot dimensions, setbacks (existing and proposed), all public or private easements																				
4	<input type="checkbox"/>	<input type="checkbox"/>	Structure dimensions																				
5	<input type="checkbox"/>	<input type="checkbox"/>	Site elevation at corners or contour information (for drainage review)																				
6	<input type="checkbox"/>	<input type="checkbox"/>	Existing public and private utilities located on property																				
7	<input type="checkbox"/>	<input type="checkbox"/>	Names of all adjacent streets																				
Structural plans - housing																							
8	<input type="checkbox"/>	<input type="checkbox"/>	Floor plan: <input type="checkbox"/> first (lower) level <input type="checkbox"/> second (upper) level																				
9	<input type="checkbox"/>	<input type="checkbox"/>	Foundation plans (with square footage including garage) for additional increase																				
10	<input type="checkbox"/>	<input type="checkbox"/>	Floor framing: <input type="checkbox"/> first (lower) leve <input type="checkbox"/> second (upper) level																				
11	<input type="checkbox"/>	<input type="checkbox"/>	Roof framing or truss layout																				
12	<input type="checkbox"/>	<input type="checkbox"/>	Cross sections, exterior elevations																				
13	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing fixture and HVAC layout																				
14	<input type="checkbox"/>	<input type="checkbox"/>	Type of heat: Gas F/A: Electrical (type): A/C:																				
15	<input type="checkbox"/>	<input type="checkbox"/>	Insulation - energy conservation path:																				
If applicable																							
16	<input type="checkbox"/>	<input type="checkbox"/>	Soils information: 1000 psf Other:																				
17	<input type="checkbox"/>	<input type="checkbox"/>	Structural details																				
18	<input type="checkbox"/>	<input type="checkbox"/>	Structural calculations																				
19	<input type="checkbox"/>	<input type="checkbox"/>	Wind load calculations																				
20	Y	N	Will you have a temporary service for your new dwelling?																				
Garage/carport																							
21	<input type="checkbox"/>	<input type="checkbox"/>	Foundation/floor framing plan (slab, post and beam, or joist with sizing and spacing)																				
22	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling/roof framing plan or truss layout with reactions																				
23	<input type="checkbox"/>	<input type="checkbox"/>	Window sizes, header sizes																				
24	<input type="checkbox"/>	<input type="checkbox"/>	Electrical, plumbing, and gas layout																				
25	<input type="checkbox"/>	<input type="checkbox"/>	Construction details (structural members, sheathing, roofing, bracing, dimensions, cross section, and elevations)																				
Deck - 30 inches or more above grade																							
26	<input type="checkbox"/>	<input type="checkbox"/>	Foundation/floor framing plan (slab, post and beam, or joist with sizing and spacing)																				
27	<input type="checkbox"/>	<input type="checkbox"/>	Cross section with connections																				
28	<input type="checkbox"/>	<input type="checkbox"/>	Stair, guardrail, handrail detail																				

MINIMAL PLAN REQUIREMENTS CHECKLIST:

	Need	OK or N/A	Plan Requirements - All Structures
Awnings/patio covers - over 200 square feet			
29	<input type="checkbox"/>	<input type="checkbox"/>	Foundation/floor framing plan (slab, post and beam, or joist with sizing and spacing)
30	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling/roof framing plan or truss layout with reactions, Header sizes
31	<input type="checkbox"/>	<input type="checkbox"/>	Construction details (structural members, sheathing, roofing, bracing, dimensions, cross section, and elevations)
Jurisdictional - Specific Requirements			
32	<input type="checkbox"/>	<input type="checkbox"/>	
33	<input type="checkbox"/>	<input type="checkbox"/>	
34	<input type="checkbox"/>	<input type="checkbox"/>	
35	<input type="checkbox"/>	<input type="checkbox"/>	
36	<input type="checkbox"/>	<input type="checkbox"/>	
37	<input type="checkbox"/>	<input type="checkbox"/>	
38	<input type="checkbox"/>	<input type="checkbox"/>	
39	<input type="checkbox"/>	<input type="checkbox"/>	
40	<input type="checkbox"/>	<input type="checkbox"/>	
41	<input type="checkbox"/>	<input type="checkbox"/>	
42	<input type="checkbox"/>	<input type="checkbox"/>	

Applicant: _____ Date: _____