

Residential Addition Take-In Sheet

Permit # _____

Plans shall consist of the following:

Correct number of 11"x 17" to 36"x 48" size plan sets:

All plan sheets are to be the same size.

3 sets for **Building Plan Check**

1 set for Assessor (11" x 17" site plan and floor plan required at issuance).

An Additional set will be required if Fire Department review is required (see check boxes below).

____ **TOTAL NUMBER OF PLAN SETS** ***NOTE: Fire set if required shall include Civil sheets***

General Plan Requirements

- | <u>OK</u> | <u>Required</u> | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | General information: address, designer, scope of work. |
| <input type="checkbox"/> | <input type="checkbox"/> | Site/plot plan. (Abandoned septic to be noted and shown on the site plan.)
(All new sewer and water lines shall show all points of connection on site plan.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Vicinity map (optional). |
| <input type="checkbox"/> | <input type="checkbox"/> | Architectural plans (floor, elevations, sections, details) Label all rooms on floor plan.
<input type="checkbox"/> Floor plans showing the whole house, not just the addition. |
| <input type="checkbox"/> | <input type="checkbox"/> | Structural plans (foundation, roof, floor framing, braced wall/shear wall plan sections) |
| <input type="checkbox"/> | <input type="checkbox"/> | Electrical Layout |

In addition, two (2) sets of the following MAY be required:

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Structural Calculations. |
| <input type="checkbox"/> | <input type="checkbox"/> | Soils reports for all subdivisions and as required. |
| <input type="checkbox"/> | <input type="checkbox"/> | Title 24 Energy Compliance Documentation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Truss Calculations |

Fire Department Review Required

- Structures with any point greater than 150' ft. from City street may require a fire hydrant and/or a sprinkler system with an access road and a turnaround.
- 3,600 sq. ft. or more requires 1,500 GPM min. water flow. Note: 3600 sq. ft. is area under roof structure not just habitable space.

*** A separate fee for the Fire department is required for any home that is 3,600 sq. ft. or more.**

Planning Division Requirements

Planning approval is required prior to Building submittal. See Planning for requirements.

Accepted: Date _____ Initials _____