



## Single Family Dwelling Checklist

### SITE PLAN REQUIREMENTS

- Draw in North arrow
- Show actual dimensions of the lot or tract to be built upon
- Show location of the proposed house & any other proposed/existing structures on property
- Show size of any proposed buildings
- Show distance from the buildings to the property lines
- Label well & septic locations
- Show driveway location
- Identify easements or flood plain on the property
- Include owner's name and address on site plan

### BUILDING PLAN REQUIREMENTS

Construction documents are required to be submitted in pdf format. Plans shall include dimension lines or be drawn to scale. Provide sufficient information for the building official to ascertain the scope of the project. Plans shall also allow for digital signatures and mark-ups. Online submittal is preferred. Plans can be submitted via the [Permit Application Portal](#). In-person submittal is available by appointment, call 892-5130 to schedule.

The following is **required** to be on the building plans:

- Foundation/basement plan and indicate footing and interior pad sizes
- First floor plan
- Second floor plan (if applicable)
- Wall cross section
- Stair cross section
- Exterior elevation drawings (all four sides)
- Framing details including location of point loads, beam sizes, and header sizes, etc.
- All rooms or spaces labeled by use
- Room dimensions

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#### **FOR OFFICE USE ONLY**

Applicant is:     Homeowner                       Contractor                       Other

- All required information was provided.
- The following information listed above was not provided:

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- The following additional information not listed above is required:

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