

## ONE, TWO, AND THREE FAMILY RESIDENTIAL BUILDING PERMIT CHECKLIST

- **Completed Building Permit Application**
- **Two copies of sealed site plans (New Houses and Additions >1,000 sq. ft.)**
- **Two copies of plot plan for all other projects**
- **A copy of the approved water and sewer tap-in permit / receipt**
- **Energy Code compliance documents (2009 IECC or 2013 RCO Chapter 11)**
- **Two (2) sets of scaled, detailed structural plans (Per 2013 RCO 106) including:**
  - **Index**
  - **Floor plans**
    - **Including size and locations of all doors and windows**
  - **Exterior wall envelope**
  - **Sections**
    - **Detailed with all building materials**
    - **Each wall type**
    - **Each foundation type**
  - **Structure**
    - **All structural elements**
    - **Beam size & type**
    - **Floor systems, truss drawings, roof plan**
  - **Elevations of all sides of structure with height duly noted**
  - **Fire resistant ratings as required**
  - **System descriptions**
    - **Electrical with load calculations, panel location**
    - **HVAC with location of supplies and returns, duct sizing, equipment location**
    - **Plumbing with isometrics and fixture location**
  - **Flood plain information if applicable**
  - **Manufacturer specifications (Cut sheet or installation instructions)**
    - **Special Equipment**
    - **Fireplaces**
    - **Engineered Lumber Components**
  - **Any other information as required by Building Official specific to submittal**