

INSPECTION SERVICES
BUILDING PERMIT CHECKLIST
(RESIDENTIAL)

Job Address: _____

Owner Name: _____

Type of Work: New Remodel Addition

Date Received in Inspections: _____

Legal Description: _____

Zoning: _____ Allowable Use? Y OR N

Street/Alley Closing Action? Ord. #s: _____

Good drawings are one of the most important steps in completing your project. They will be used to cost out the job, get estimates from any subcontractors, show details in legal documents, and obtain necessary permits.

If you are doing a simple project, you may be able to do all the drawings yourself. A project that involves no new construction may need only one or two drawings called FLOOR PLANS showing the house as it is now and what it will look like when the job is completed.

For construction outside the existing walls of your home (a room addition or to build a new home), you will need several drawings in addition to your floor plans and your plot plan.

FORMAT

Furnish two sets of plans including these items:

Survey of Property	(IRC R105.3)	Yes	or	No
Site Plan to Scale showing North arrow	(IRC R106.2)	Yes	or	No
Indicating:				
(a) All existing and proposed construction		Yes	or	No
(b) All required building set backs		Yes	or	No
(c) Utility Easements/Alleys/Streets				
Show if applicable		Yes	or	No
(d) Distance to property lines		Yes	or	No

(e) Minimum 2-car garage location		Yes	or	No
(f) Driveway size, location, & dust-free surface (i.e. concrete, asphalt)		Yes	or	No
(g) 40% maximum lot coverage compliance (all roofed areas)		Yes	or	No
Foundation Plan	<i>(IRC R106.1.1)</i>	Yes	or	No
Structural Framing Plan	<i>(IRC R106.1.1)</i>	Yes	or	No
Exterior Elevation Plan	<i>(IRC R106.1.1)</i>	Yes	or	No
Electrical Drawings	<i>(IRC R106.1.1)</i>	Yes	or	No
Plumbing Drawings	<i>(IRC R106.1.1)</i>	Yes	or	No
Mechanical Drawings	<i>(IRC R106.1.1)</i>	Yes	or	No
Drainage Plan	<i>(IRC 106.1.1)</i>	Yes	or	No
Completed Flood Plain Development Permit if building is in "AE" or "VE" Flood Zone	<i>(City Ordinance Sec. 94-64)</i>	Yes	or	No
Slab Elevation (If applicable)	<i>(IRC 106.1.3 & Resolution 99-31)</i>	Yes	or	No
Energy Code Analysis	<i>(Senate Bill 5 - State Law Effective 9-1-02)</i>	Yes	or	No
Completed Citizen/Developer Request Form	<i>(IRC R105.3)</i>	Yes	or	No
Completed Fill Dirt Permit Application (if applicable)	<i>(City Ordinance 1444-A)</i>	Yes	or	No
Completed Petition to Tie on to Existing Water/Sewer Mains	<i>(City Ordinance 759-F)</i>	Yes	or	No
Current Certificate of Insurance	<i>(City Ordinance Sec. 82-35)</i>	Yes	or	No