



New Single Family Residential Checklist

Planning and Development

*Additional documents and/or architectural details may be required depending on the zoning district

INITIAL SUBMITTAL REQUIREMENTS

- One (1) digital (.pdf format) of all documents and plans
- One (1) hard copy of plans (24"x36" size)
- Completed Permit Application
- Plan Review Fees
- Energy Compliance Report
- DRC/ACC Approval Letter

RESIDENTIAL PLAN CONTENTS

- Site Plan
- Approved & Filed Plat
- Drainage / Grading Plans
- Tree Conservation / Mitigation Plans
- Building Plan Set Including:
 - Floor Plans
 - Mechanical Plans
 - Electrical Plans
 - Plumbing Plans
 - Door & Window Schedule
 - Framing detail
 - Elevations
- Wall Bracing Plans
- Engineered Foundation Plans
- Landscape Plans
- Outdoor Lighting Plan