



Plans Submittal Check List and Acknowledgment

New Single Family Residence

Date: _____ Job Address: _____

File Number: _____ Description: _____

Items required to be submitted for plan check:

Item	Number Required	Item	Number Required
1. Completed Application	1	11. Structural Calcs	2
2. Plot Plan	3	12. Truss Package	2
3. Foundation Plan	3	13. Energy Calcs	2
4. Floor Plan	3	14. Electrical Plans	3
5. Framing Plans	3	15. Mechanical Plans	3
6. Roof Plan	3	16. Plumbing Plans	3
7. Building Elevations	3	17. Grading Plans	3
8. Building X-Sections	3	18. Copy of Signed Contract	1
9. Foundation Details	3	19. Plan Check Fee	1
10. Structural Details	3		

By signing below, I acknowledge that all required documents as described above are included in the submittal and I am aware that the omittance of any of the above described items may result in a delay of the plan check turn around time, rejection of the submitted plans or additional plan check fees. Furthermore, I am aware that my plans will expire 180 days from the date of submittal unless a permit has been issued or a request for extension has been granted. I am also aware the estimated turn around time for this initial plan check is 15 working days and further resubmittals will be processed in 7 working days.

Signature

Date

Please Provide:

Name: _____

Owner Name: _____

Address: _____

Owner Address: _____

Phone: _____

Owner Phone: _____

Fax: _____

Owner Fax: _____