



Residential Application

Type of Construction:

Property address:

SFD/Townhouse

Project description:

Addition

Contact Name:

Remodel

Owner Name:

Accessory Structure

Phone:

Email:

Please complete the subsequent login checklist. If you believe an item is not applicable (N/A) to your project, you must provide an explanation in the box(es) provided. Be advised that, if you feel an item is not applicable (n/a) to your project, you must provide a reason prior to signing this form.

N/A OK

Explanation

General Requirements

- 1 Street address and project name:** Specify the street address and project name on every sheet of plans.
- 2 Plan Sets:** Submit complete plans and supporting documents electronically. All plans must be drawn to scale.
 - a** Plans (must be submitted in a single PDF file with thumbnail labeled)
 - b** Structural calculations
 - c** Soils Report
 - d** Manual J, S & D
 - e** REScheck
 - f** Land Use Approval Letter projects located in FCOZ
- 4 Sheet Index:** Index all the sheets in the submitted plans, in the order in which they are attached to the full set. Required for plans containing more than 5 pages.
- 5 Site Plan:** Provide a fully dimensioned site plan drawn to scale with a North indicator. For interior remodels that include basement bedrooms, show window wells on the site plan.
- 6 Grading & Drainage Plan:** Provide elevations at the corners of the property and structures at a minimum. Additional elevations or topographical lines may be required based on the slope of the property.

Plan Requirements

- 7 Floor Plans:** Label the use of all rooms. Dimension all areas where work will be completed. Clearly differentiate between new and existing work, if applicable.
- 8 Proposed and Existing:** For remodels and additions, provide an existing and proposed floor plan.
- 9 Elevations:** Provide interior and exterior building elevations, drawn to scale and fully dimensional.
- 10 Building Sections:** Provide building or wall sections showing the thermal envelope, insulation, weather barrier, and exterior & interior finishes as applicable.

11 **Footings and Foundation:** Provide details showing all information required for the structure. Include dimensions, frost depth, reinforcing steel and connections to existing structures, if applicable.

12 **Framing Plans and details:** Provide details and schedules for the structure. Truss documents must be reviewed and approved by the structural engineer.

FCOZ Requirements

13 **Land Use Approval:** Provide all information on the plans that was approved during the Land Use approval process.

- a)** FCOZ approval
- b)** Defensible space requirements per UFA
- c)** IR-Class on the cover page per UFA
- d)** Exterior Wall rating, if any, with details and listings
- e)** Fire Sprinklers, if required by UFA
- f)** LOD must be shown on the site plan
- g)** Water availability letter
- h)** Sewer availability letter or Septic tank requirements
- i)** Watershed Construction Letter, if applicable

Signature

Date