

Application  
**Development Services Center**  
**RESIDENTIAL DEVELOPMENT**  
 Please Type or Print

Permit No.
E & S Cert. No.
Contractor No.
Name :

**Note New Requirements**

OWNER: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY, STATE, ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ CELL/BUS: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY, STATE, ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ CELL/BUS: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_ SIZE OF PARCEL: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_  
 LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SQUARE FEET: \_\_\_\_\_ EXISTING USE: \_\_\_\_\_  
 SUBDIVISION \_\_\_\_\_ ACRES: \_\_\_\_\_ PROPOSED USE: \_\_\_\_\_  
 CHECK IF LEGAL DESCRIPTION IS ATTACHED  BUILDING TYPE: \_\_\_\_\_

PERMANENT BUILDING ADDRESS: \_\_\_\_\_  
 (As assigned by Engineering)

NEW     ADDITION     REMODEL     REPAIR     FOUNDATION ONLY  
 SINGLE FAMILY     DUPLEX     GARAGE     STORAGE     OTHER

DESCRIPTION OF WORK: \_\_\_\_\_

TOTAL ESTIMATED COST OF **RESIDENTIAL** CONSTRUCTION (excluding lot) \$ \_\_\_\_\_

SQ. FT. LIVING AREA \_\_\_\_\_ SQ. FT. GARAGE \_\_\_\_\_ HEIGHT \_\_\_\_\_  
 SQ. FT. UNFINISHED BASEMENT \_\_\_\_\_ SQ. FT. FINISHED BASEMENT \_\_\_\_\_

# BEDROOMS \_\_\_\_\_ # OFF STREET PARKING SPACES \_\_\_\_\_ # PLUMBING FIXTURES \_\_\_\_\_  
 HEAT SOURCE:  ELECTRICAL  NATURAL GAS  
**INSULATION FORM (MECCHECK OR RESCHECK) MUST BE COMPLETED BEFORE PRIOR TO SUBMITTING APPLICATION**

**SUBCONTRACTORS:** Plumber: \_\_\_\_\_ Electrician: \_\_\_\_\_ Mechanical: \_\_\_\_\_

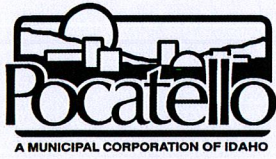
I (we) the undersigned hereby do certify that the information contained herein and attached hereto is true and correct to the best of my (our) knowledge, and agree to comply with all ordinances and laws regulating building construction. I (we) acknowledge that building permits will not be issued until plans are approved by the City, and that the approved permit is only for the work/structures specifically described; no additional work or structures are allowed unless submitted separately for review and approval.

CONTRACTOR(S) SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER(S) SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

***There is a minimum of 10 working days for residential plan review. The 10-day time line will restart when any new piece of information is submitted.***

**SEE REVERSE SIDE FOR IMPORTANT INFORMATION**



## Development Services Center RESIDENTIAL PLAN CHECKLIST

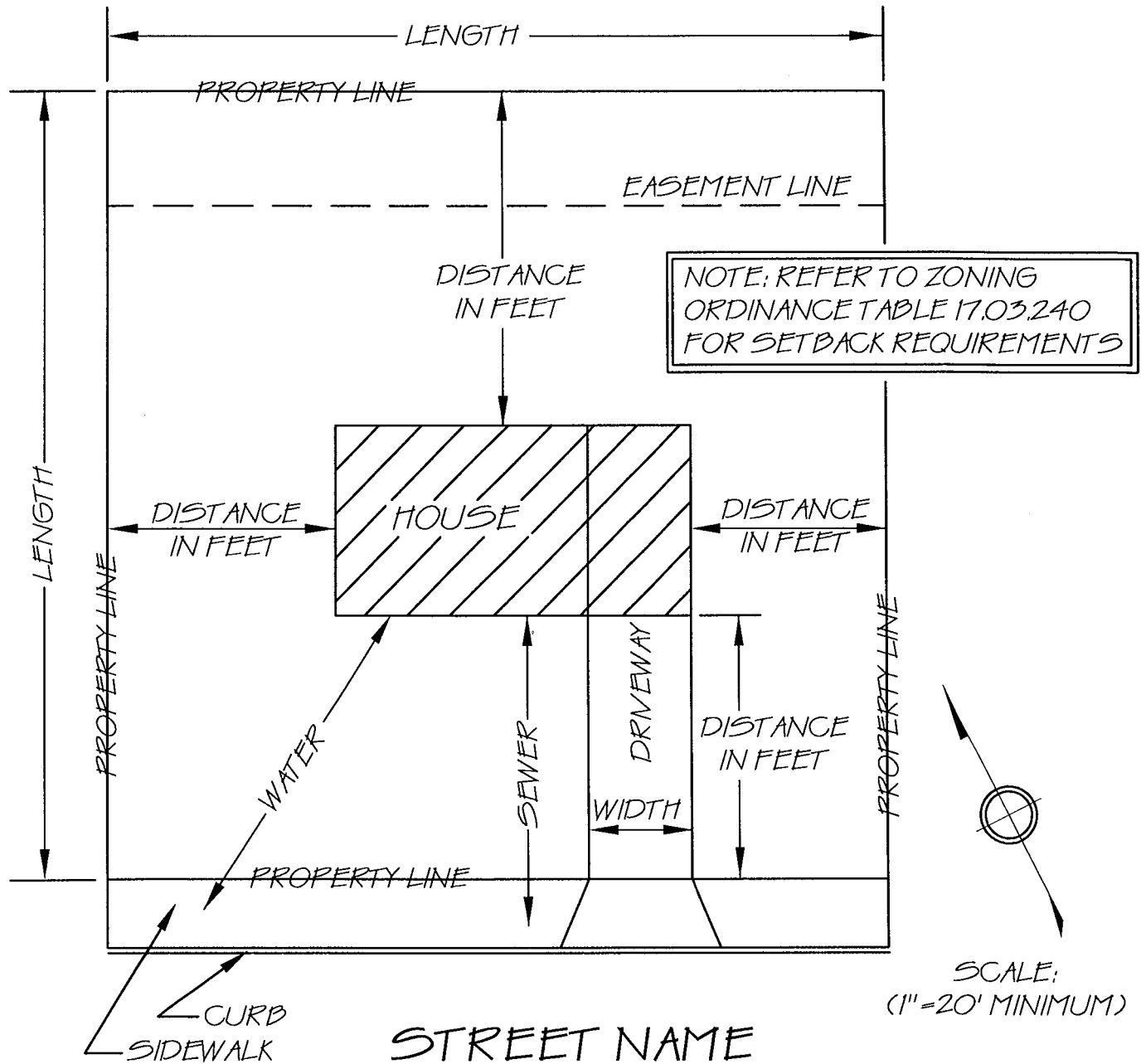
Name or Location of Project: \_\_\_\_\_

Submitting Engineer's Use	City Use	Requirement	Name or Location of Project:
<input type="checkbox"/>	<input type="checkbox"/>	Completed Residential Application with legal description.	
<input type="checkbox"/>	<input type="checkbox"/>	Completed MEC check Energy Form.	
<input type="checkbox"/>	<input type="checkbox"/>	2 full sets of plans. <b>(Including ESC Plan)</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Plot plan (no smaller than 8 ½ x 11).	
<input type="checkbox"/>	<input type="checkbox"/>	Adjacent streets labeled.	
<input type="checkbox"/>	<input type="checkbox"/>	North arrow and scale.	
<input type="checkbox"/>	<input type="checkbox"/>	Boundary of tract/lot with dimensions.	
<hr/>			
<input type="checkbox"/>	<input type="checkbox"/>	Location of structures(s) shown (existing and proposed).	
<input type="checkbox"/>	<input type="checkbox"/>	Setbacks marked with dimensions from property line.	
<input type="checkbox"/>	<input type="checkbox"/>	Legal description on plot plan.	
<input type="checkbox"/>	<input type="checkbox"/>	If in platted subdivision, 8½" x 11" copy of subdivision plat with subject lot highlighted.	
<input type="checkbox"/>	<input type="checkbox"/>	Driveway shown with dimensions and grade.	
<input type="checkbox"/>	<input type="checkbox"/>	Location of easements (if applicable).	
<hr/>			
<input type="checkbox"/>	<input type="checkbox"/>	Utility locations and size (existing and proposed).	
<input type="checkbox"/>	<input type="checkbox"/>	Curb, gutter, sidewalk, and planter strip (if applicable) shown, as well as proposed retaining walls, in relation to property line (existing and proposed).	
<input type="checkbox"/>	<input type="checkbox"/>	On-site storm water retention plan during construction process & after construction.	
<input type="checkbox"/>	<input type="checkbox"/>	Grading and drainage plan with percent of slope indicated during construction process. ◇	
<hr/>			
<input type="checkbox"/>	<input type="checkbox"/>	Fire land, access, and turn around (if applicable).	
<input type="checkbox"/>	<input type="checkbox"/>	Other requirements required by Municipal Code (if applicable).	
<input type="checkbox"/>	<input type="checkbox"/>	If sanitary sewer not available, evidence of septic sewer permit from State Health Department.	
<input type="checkbox"/>	<input type="checkbox"/>	Floor Plans with dimensions.	
<input type="checkbox"/>	<input type="checkbox"/>	Electrical, plumbing, gas and mechanical plans (if applicable).	
<hr/>			
<input type="checkbox"/>	<input type="checkbox"/>	Elevation views.	
<input type="checkbox"/>	<input type="checkbox"/>	Footing and foundation cross section with reinforcing dimensions.	
<input type="checkbox"/>	<input type="checkbox"/>	Intended use of room(s) described.	
<input type="checkbox"/>	<input type="checkbox"/>	Truss and floor joist details.	
<input type="checkbox"/>	<input type="checkbox"/>	Application and review fees.	
<input type="checkbox"/>	<input type="checkbox"/>	Sewer escrow fees.	

Applicant's Verification: \_\_\_\_\_ Checked by: \_\_\_\_\_

◇ When determined necessary by staff planner/engineer and/or when notation exists on plat that lot is considered hillside.

# SAMPLE PLOT PLAN



OWNER: JOHN DOE

ADDRESS: 123 IDAHO STREET

LEGAL DESCRIPTION: LOT#; BLOCK#; SUBDIVISION NAME OR ATTACH LONG LEGAL DESCRIPTION

CONTRACTOR: ABC CONTRACTORS



# Prescriptive Building Envelope Requirements

## Effective January 1, 2009

### Windows and Insulation

Window Wall	Skylight	Doors	Ceiling	Ceilings w/out attic	Framed Walls	Mass
U-factor Value	U-factor	U-factor	R-Value	R-Value	R-Value	R-
0.35	0.60	0.35	R-38	R-30	R-19	R-13

### Floor and Foundation

Basement Area	Slab	Conditioned Crawl Space (Eng. Req.)	Floor over Unheated (Crawl Space,
Walls Cantilever)	on grade	Wall R-Value	R-Value
R-Value	R-Value, Depth	R-Value	R-Value
R-10/13	R-10, 2 ft.	R-10/13	R-30

Builder Name \_\_\_\_\_ Date \_\_\_\_\_

Builder Address \_\_\_\_\_

Building Address \_\_\_\_\_

Submitted By \_\_\_\_\_ Phone # \_\_\_\_\_

Conditioned Crawl Space:

Engineers Name( Attach Documents to this Form) \_\_\_\_\_

#### NOTE:

You may use the 2003 RESCheck for your compliance. Download from [www.energycodes.gov](http://www.energycodes.gov).

## **Prescriptive Footing and Foundation Requirements**

**Effective January 1, 2009**

### **Minimum Requirements for Residential Footings**

**2 #4 rebar continuous**

### **Minimum Requirements for Residential Foundations**

**For Walls 4' and Less:**

**#4 rebar 48" OC Vertical, 1 #4 rebar within top 12"  
Horizontal**

**For Walls Over 4' to 9':**

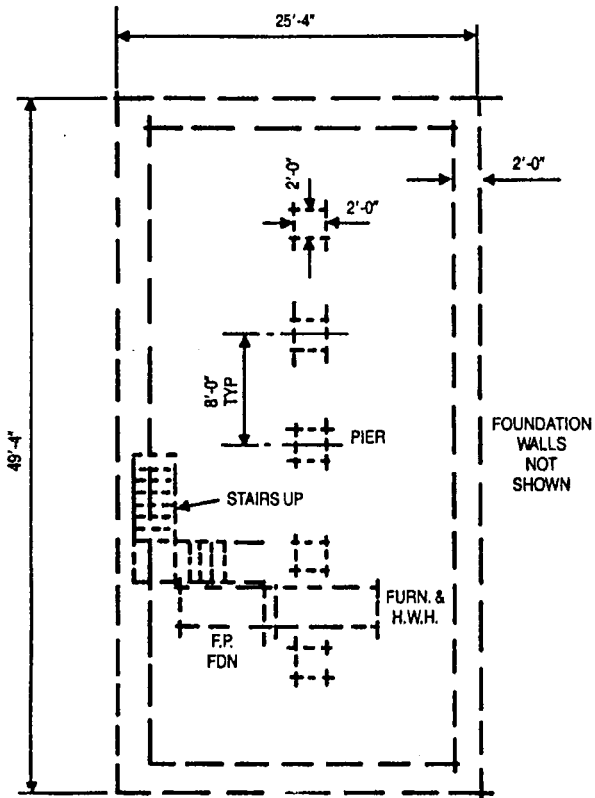
**#4 rebar 24" OC Vertical, #4 rebar 24" OC Horizontal**

**For Walls Over 9' to 10':**

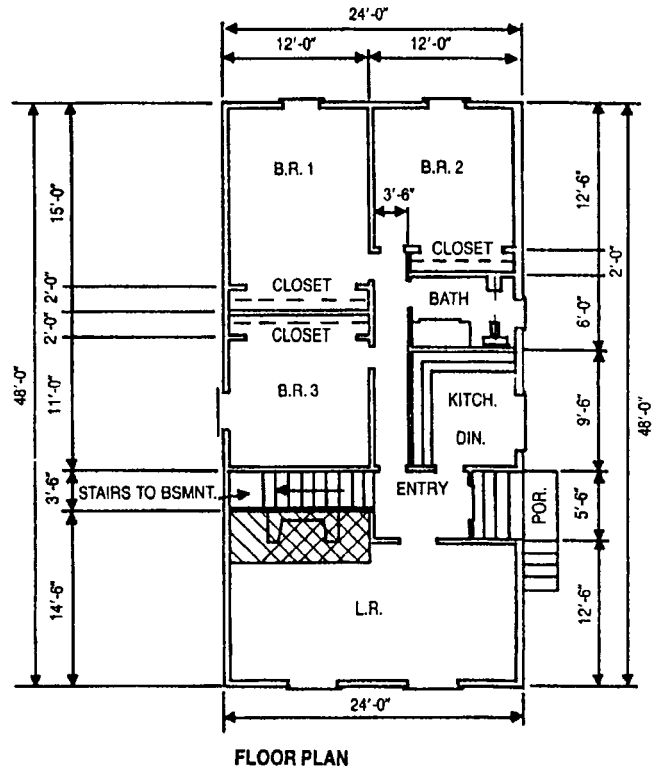
**#4 rebar 18" OC Vertical, #4 rebar 18" OC Horizontal**

**Walls Over 10' or any wall that the Building Official deems  
necessary are required to be Engineered.**

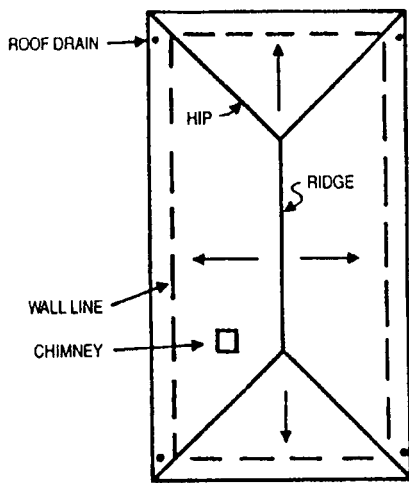
# SAMPLE PLANS



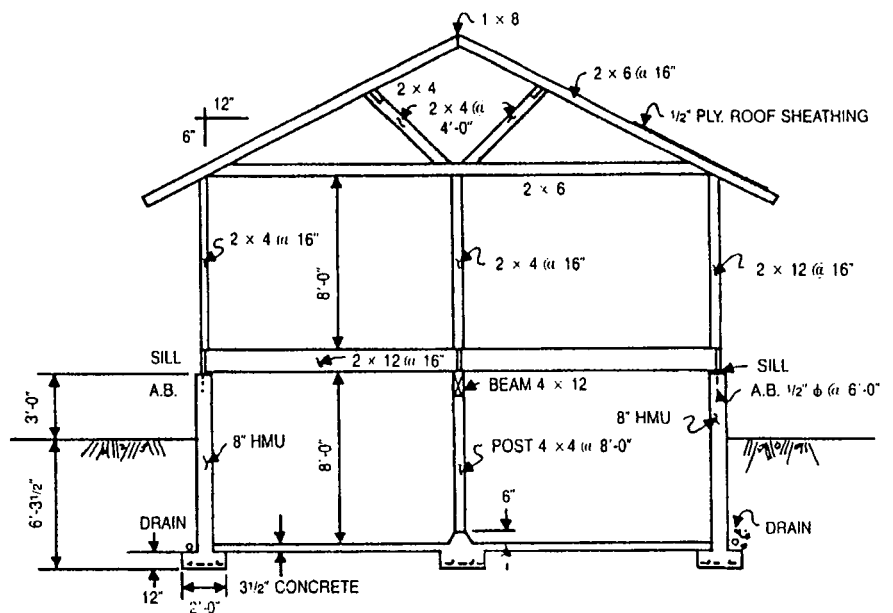
FOUNDATION AND BASEMENT PLAN



FLOOR PLAN



ROOF PLAN



TYPICAL SECTION

