



# RESIDENTIAL NEW SFR, DUPLEX OR ADU

## SUBMITTAL CHECKLIST

### PLANS

- Site Plan (drawn to scale)
  - Size and shape of parcel including easements of any kind, all lot dimensions and parcel orientation, including north arrow
  - Locations, dimensions and height of all existing and proposed buildings and structures, including garages, carports, fences, decks, patio covers and other accessory structures. Include dimensions from each other and from all property lines.
  - Existing and proposed driveways including width, curbs, sidewalks and streets. Indicate placement and species of required street trees. Indicate center line of street(s) and label streets as public or private.
  - Location and height of walls and fences. Indicate construction material(s).
  - Stormwater infiltration or connection to existing system.
  - Trees to be retained, removed and/or planted per approved tree plan.
- Proposed Floor Plan
  - Show all dimensions, room identification, window size and type, ventilation per M1507, Smoke detectors, plumbing fixtures, water heater, furnace, decks & balconies
- Foundation Plan & details
  - Show all dimensions, placement of rebar, footing sizes, anchor bolt sizes and spacing, hold downs, connections, vent size/locations & crawl space access location.
  - If over 200 SF, Provide location & details for Radon Mitigation
- Floor & Roof Framing Plans
  - Size, Spacing & bearing locations all framing members including stairs, Attic ventilation
- Wall & Building Sections & details
  - Indicate proposed minimum insulation & Max U values for each exterior element. (Roof, above & below grade walls, floor, doors, windows)
- Exterior Elevations
  - All sides, show actual grade

### DOCUMENTS

- Signed and Dated Application Form
- Stormwater Applicability Form *(If over 2,000 square feet of new or replaced hard surface area)*
- [Energy Code Residential Prescriptive Requirements](#)
- [Heating systems sizing worksheet](#)
- [Glazing Schedule](#)
- Engineered Lateral Analysis: Engineering for wind & seismic loads or Prescriptive path
- Beam Calculations *(For all beams spanning 10' or more plus beams supporting/creating point load)*
- Engineered Floor & Roof systems require manufacturers layout, labeled truss details & installation guide
- Geotechnical Report

### LINKS TO ADDITIONAL INFORMATION

Be sure and follow the [file naming standards](#) and leave a blank area on the plans for the [approval stamp](#).  
Follow our [Design standards](#) when creating plans.  
[APA](#) Wall Bracing Calculator