

**DOUGLAS COUNTY BUILDING DEPARTMENT
MINIMUM RESIDENTIAL PLAN SUBMITTAL CHECKLIST**

Permit Center Staff will review documents prior submittal to ensure completeness.

If documents are missing, you may not be able to submit until all documents are available for plan review.

	Documents
PLANS AND APPLICATION FORMS	
1	Planning Clearance Worksheet
2	Application (Structural) – (Plumbing) – (Mechanical) – (Electrical) circle
3	Two Sets of plans (drawn to scale - min 1/8" per foot, min 8.5" x 11" & legible)
4	Structural Calculations and supporting documentation as needed
5	Stamped Engineer / Architect Construction Documents (refer to supplement)
SITE PLAN – ALL PLANS	
1	North arrow, lot line dimensions, setbacks (existing and proposed), all public and /or private easements.
2	Building Dimensions
3	Site elevation at building and lot corners of lot or contour information
4	Building area cuts and fills, Geotech Reports
5	Existing public and private utilities located on property
STRUCTURAL PLANS – SINGLE FAMILY DWELLING	
1	Foundation Plan – (include footings, stemwall, isolated footings)
2	Floor Framing – (include posts, beams, headers, joists size & spacing, girders size & spacing)
3	Floor Plan – (include dimensions, rooms labeled, location of doors / windows, stairs, wall openings, plumbing fixtures, HVAC)
4	Wall Bracing calculation – (refer to attached supplements information)
5	Roof Framing or Truss Plans – (include all beams, girder trusses and their reactions)
6	Cross Section – (show size & spacing of all framing members, include type/thickness of all floor, wall, roof sheathing, ceiling heights, roof pitch, finish material, insulation values,)
7	Energy Forms – (refer to attached supplements information)
8	Structural Details – (include structural connections, shear transfer, etc)
9	Structural Calculations
GARAGE/CARPORT/ACCESSORY	
1	Foundation/floor framing plan (slab, post and beam, or joist with sizing and spacing)
2	Ceiling/roof framing plan or truss layout with reactions
3	Header sizes, Window sizes
4	Electrical, plumbing, and gas layout
5	Construction details (structural members, sheathing, roofing, bracing, dimensions, cross section and elevations)
AWNINGS/PATIO	
1	Foundation/floor framing plan (slab, post and beam, or joist with sizing and spacing)
2	Ceiling/roof framing plan or truss layout with reactions
3	Header sizes
4	Construction details (structural members, sheathing, roofing, bracing, dimensions, cross section and elevations)
DECK	
1	Foundation plan for view
2	Cross sections with connections
3	Stair, guardrail, handrail detail
4	Roof/Cover details