



Construction Plans Check List
 (Minimum Required Data for Addition/ Alterations)

Address _____

Received _____/_____/_____	By _____
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Please check the boxes where items are included or needed.

	Included	Needed
1. TITLE BLOCK _____ Address of Property Designer/Contact person with daytime phone number Page number	<input type="checkbox"/>	<input type="checkbox"/>
2. LIST BACKGROUND INFORMATION _____ Owner's name Occupancy Type, Construction Type Zoning Square footage of Existing; Square footage of Addition Assessor's Parcel Number	<input type="checkbox"/>	<input type="checkbox"/>
3. TITLE 24 ENERGY DOCUMENTATION _____ Forms to be printed on plans Make certain all signatures are completed	<input type="checkbox"/>	<input type="checkbox"/>
4. SITE PLAN – Scale 1/8" = 1' or 1/10" = 1' _____ Show building and addition distances to property lines Show any accessory structures, retaining walls, sidewalks, streets, meters, contours, curb cuts, driveways, trees Delineate between new and existing work Show North arrow, scale	<input type="checkbox"/>	<input type="checkbox"/>
5. FLOOR PLAN- Minimum Scale: 1/4" = 1' _____ Label all rooms (existing and new) & indicate new walls, existing walls, & walls to remain Show all windows and doors; indicate sizes Show dimensions of addition	<input type="checkbox"/>	<input type="checkbox"/>
6. ELEVATION(S) - Minimum Scale: 1/4" = 1' _____ Show/indicate all finishes; new and existing Show structure height; height of finished floor Indicate roof slope	<input type="checkbox"/>	<input type="checkbox"/>
7. CONSTRUCTION SECTION _____ Show major section through area of work Indicate all construction aerials Delineate areas to show further detailing (<i>See item 10</i>)	<input type="checkbox"/>	<input type="checkbox"/>
8. FOUNDATION PLAN _____ Show dimensions Show connections to existing & use detailing to show further information	<input type="checkbox"/>	<input type="checkbox"/>
9. FRAMING PLANS (for each floor and roof) _____ Show size and spacing of all joists, beams	<input type="checkbox"/>	<input type="checkbox"/>
10. DETAILS _____ Stairways, important connections should be detailed Fascia, railings and other design details	<input type="checkbox"/>	<input type="checkbox"/>
11. STRUCTURAL CALCULATIONS _____	<input type="checkbox"/>	<input type="checkbox"/>
12. SURVEY _____	<input type="checkbox"/>	<input type="checkbox"/>
13. PHOTOS _____	<input type="checkbox"/>	<input type="checkbox"/>
14. OTHER _____	<input type="checkbox"/>	<input type="checkbox"/>

After completing the minimum required items for submittal, please include this form and **three** copies with your submittal package to the **Building Services Department** for approval. NOTE: Plan check may require additional information after submission.



**Recommended General Standards for Drawings
Submitted with Building Permit Applications
Requiring Plan Check**

If these recommended standards are followed, it will speed the permit and plan check process, provide for more durable jobsite copies, aid the department when adding standard sized City information sheets and reduce problems during construction.

NOT ACCEPTABLE

1. DRAWINGS LESS THAN 18" X 24" (or set with more than 4 sheets of 8 ½" x 11" or 11" x 17". *Smaller drawings make plan checking more time consuming and difficult, are more easily lost or damaged, lack of room for borders results in poor copies and lost information, and tendency to omit information if there is a lack of drawing space.*) **OR LARGER THAN 36" X 48"** (too large to handle in plan check cubicles).

2. XEROXED COPIES (*not durable for job site*).

3. ORIGINAL DRAWINGS (*can be easily altered during permit issuance*).

4. DIFFERENT SIZE SHEETS IN A DRAWING SET (*except survey and/or plot plan may be different size from the other drawings if they are the same size as each other*).

5. DRAWINGS TAPED TOGETHER, OR SHEETS WITH SMALLER DRAWINGS TAPED, STAPLED, OR PASTED ON (*these are not durable and will tend to get torn or ripped off*).

6. DRAWINGS WITH INFORMATION ADDED IN RED EXCEPT BY CITY STAFF.

7. DRAWING SHEETS WITHOUT BORDERS OR WITH INFORMATION CROSSING OVER BORDERS (*information may be lost due to misalignment when having copies made at the printer*).

8. DRAWINGS WITH LETTERING LESS THAN 1/8 INCH HIGH OR ILLEGIBLE LETTERING (*not suitable for microfilming or making reduced size copies*).

9. UNBOUND, UNSTAPLED DRAWING SETS

10. DRAWINGS WITHOUT TITLES, PERTINENT ADDRESS AND PHONE NUMBERS, OR WITHOUT PREPARER'S WET SIGNATURE ON EACH SHEET

11. POOR QUALITY BLUELINE OR BLACKLINE COPIES WITH POOR CONTRAST OR DIRTY BACKGROUND.

REQUIREMENTS

ACCEPTABLE SHEET SIZE: 22" x 34" or 24" x 36" is preferred. 18" x 24" minimum, 36" x 48" maximum. Drawings should be standard drawing size: 18" x 24", 22" x 34", 24" x 36", 18" x 24", 30" x 42", or 36" x 48". Sets of 4 or less 8 ½" x 11" or 11" x 17" are not desirable, but will be taken in.

If drawings were done at a smaller size (11" x 17" or 8 ½" x 11"), applicant can "paste up" to a standard size and have a Xerox vellum master run at a printing company. These can be used to make the bluelines or blacklines prior to submitting for permit.

Standard size bluelines of odd-sized originals are acceptable if all information is shown on the blueline.

BORDER REQUIREMENTS: 1 ½" minimum at left-hand bound edge, ½" minimum elsewhere; each sheet should have borderlines.

TITLE BLOCK REQUIREMENT: Each sheet shall have title block indicating (1) Project title and address; (2) Owner's name, mailing address, daytime phone and fax number; (3) drawing preparer's name, address, daytime phone and fax number; (4) pertinent Consultant's name(s), mailing address, phone and fax number(s); (5) sheet number of total number or sheets (i.e.: 1 of 7, 2 of 7, etc.); (6) revision number, and (7) indication of latest date of preparation, printing.