



Miscellaneous Plan Submittal Checklist

HOMEOWNERS CAN DO THEIR OWN WORK, BUT ALL WORK MUST COMPLY WITH 2021 INTERNATIONAL BUILDING CODE, 2017 NATIONAL ELECTRICAL CODE, 2021 INTERNATIONAL PLUMBING CODE, 2021 INTERNATIONAL MECHANICAL CODE AND 2003 AMERICAN NATIONAL STANDARDS FOR DISABILITIES.

SPRAY BOOTH INSTALLATION

- ☐ Floor Plan with dimensions listed. Must show where booth will be installed
- ☐ Manufacturer Installation Information
- ☐ Electrical (if required)
- ☐ Gas pipe layout (if required)
- ☐ Venting (where venting will be if thru wall how far is vent from property line)

ROOF CONVERSION

- ☐ Front site elevation showing how high the roof will be from ground to top
- ☐ Site Plan
- ☐ Location and description of existing bearing
- ☐ Truss details and layout for trussed system: or
- ☐ Complete framing detail
- ☐ Rafter size, spacing and blocking
- ☐ Purlins and struts
- ☐ Grade and species of lumber
- ☐ Size & material of all new beams, headers & columns
- ☐ Roof sheathing ☐ Attic access
- ☐ Roofing material ☐ Attic ventilation

RACK INSTALLATION

- ☐ Floor plan (location of racks)
- ☐ Architectural engineering on mounting (tie down)
- ☐ Material list of storage items requirements

STRUCTURAL DAMAGE

- ☐ Site Plan
- ☐ Structural Review and Calculations from Engineering (must be stamped and signed)
- ☐ Copy of Insurance adjusters report

FENCE, required over 7'1"

- ☐ Site Plan, showing where new fence will be located
- ☐ Footing dimensions (use crosscut to show depth and width)

PATIO COVER, DECK, CARPORT, GARAGE

- ☐ Site plan ☐ Elevations, show all sides and height of structure
- ☐ Footing size and depth ☐ Roof sheathing and roofing material
- ☐ Stair sheathing and roofing material ☐ Purlins and struts
- ☐ Truss details and layout for trussed system: or
- ☐ Complete framing details
- ☐ Rafter size, spacing and blocking
- ☐ Grade and species of lumber
- ☐ Size and material of all new beams, headers, and columns

MODULAR INSTALLATION

- ☐ Site plan (include all distances, building height & sizes).
- ☐ Manufacturer information of unit (including final inspection)
- ☐ Support and tie down design (if more than one is shown, specify which method will be used).
- ☐ Details and specifications required for stairs, landings, handrails, and guards.

- ☐ Utility setups (gas, water and electric)

ABOVE GROUND TANK INSTALLATION

- ☐ Site plan (include all distances, building height & sizes).
- ☐ Manufacturer information of unit (including final inspection)
- ☐ Support and tie down design (if more than one are shown, specify which method will be used).
- ☐ Ballard information
- ☐ Utility setups as required(gas, water and electric)

PARKING LOT

One (1) copy of the proposed site plan on paper no larger than 11x17. Staff may request more specific information, but typical applications will require the following information. A drawing to the scale of 1" = 20' showing:

- ☐ name and correct address of the development
- ☐ location and name of the street(s)
- ☐ property boundaries showing all property dimensions
- ☐ locations, current uses, and ownership of all abutting properties
- ☐ location of driveway(s) should be clearly shown, with dimensions
- ☐ Curb cut dimensions
- ☐ proposed and existing parking areas, lighting, and landscaped areas
- ☐ parking dimensions and configurations
- ☐ striping and traffic control markings
- ☐ drainage calculations
- ☐ traffic or parking study if requested by the City or other government agency
- ☐ any necessary agreements with adjacent property owners for shared parking, ingress and egress, drainage, or utilities
- ☐ prior approvals from other government agencies which require approval for ingress or egress
- ☐ location of existing or proposed fences
- ☐ plans for utility provisions
- ☐ locations of existing or proposed accessory structures
- ☐ location of existing or proposed buildings on the site
- ☐ locations of existing and proposed signs