

This checklist has been provided to assist the applicant in assembling documentation needed for a complete submittal. Only complete submittals will be accepted for plan review. Please contact our department with questions regarding the required materials.

**Y or N**

- ☐ ☐ **Completed Building Permit Application**
- ☐ ☐ **Electronic submission to [dcpermits2@gmail.com](mailto:dcpermits2@gmail.com) with a 2"x 2" box in the upper right-hand corner**
  - ☐ ☐ Cover Sheet
  - ☐ ☐ Site Plan
  - ☐ ☐ Drainage Analysis for retention of developed flows (if not in a subdivision with approved drainage analysis – New Construction Only)
  - ☐ ☐ Foundation Plan
  - ☐ ☐ Floor Plan with Dimensions and Labeled rooms
  - ☐ ☐ Roof Plan
  - ☐ ☐ Framing Plan
  - ☐ ☐ **Elevations (all sides) including:**
    - ☐ Material and Color
    - ☐ Dimensions from grade:
      - ☐ Finished floor height
      - ☐ Header height
      - ☐ Plate height
      - ☐ Roof height (to peak or top of)
- ☐ ☐ **Electrical Plan including:**
  - ☐ A one-line diagram
  - ☐ Load calculations
  - ☐ Panel Schedule
  - ☐ Fixture/Receptacle layout
- ☐ ☐ **Mechanical Plan including:**
  - ☐ Manual ACCA J, D, and S calculations
  - ☐ Chapter 11 and 15 requirements of the 2018 IRC
  - ☐ Duct layout including size, insulation R value, supply register sizes, and CFM
- ☐ ☐ **Plumbing Plan including:**
  - ☐ Fixture calculations (supply and drainage)
  - ☐ Isometric
  - ☐ Gas isometric and appliances BTU's
- ☐ ☐ **Cross Sections and Details**
- ☐ ☐ **Fire Sprinkler Plan** – Required for 5,000 livable sf or greater (may be deferred)

