

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)

