

# Residential Submittal Guide

## Provide Two Sets of scaled drawings addressing the following: (1/4" scale)

- Foundation Plan
  - Footing size, width, thickness of the concrete and the depth of the bottom of footing for frost protection. Required for perimeter walls. Interior load bearing walls, interior and exterior piers, garages, and porches.
  - Provide all dimensions, overall dimensions, offset dimensions, pier spacing dimensions, etc.
  - Foundation wall type, thickness, height, amount of unbalanced backfill and the steel rebar reinforcement.
  - Show the direction of floor framing. Identify the type, size, and spacing of floor framing members. Same applies for decks.
  - Identify the girder beam type and sizes.
  - Wall bracing requirements if any foundation walls are framed. Section 602.10
  - Basement foundations identify the insulation requirements.
  - Crawl Space Foundation show the ventilation requirements or specify unvented or conditioned crawl space.
  
- Floor Plan(s)
  - Show walls, windows and doors with dimensions.
  - Identify all rooms.
  - Identify window and door sizes.
  - Identify header type and sizes.
  - Identify the roof framing members' type, size, spacing, and orientation, including beams and headers.
  - Provide a preliminary packet for engineered systems: Floor trusses, roof trusses & I-joists etc. (Include layout & individual spec sheets)
  - *Note: Sealed spec sheets will be required at time of inspection*
  - Identify the wall bracing panels. Pay specific attention to Portal Frame Wall Panels (typically panels less than 36" wide)
  - Identify the deck ledger band attachment fastener type, size and spacing.
  
- Elevation (&) (picture view)
  - Show all four elevations
  - Show approximately the finished grade to the best of your ability.
  - Identify the roof pitch.
  - Show the decks, steps, and etc.
  - Note any special circumstances on the plan that may apply
  
- Cross Section (section cut through the house)
  - Show all footing, foundation, floor framing, wall framing and roof framing.
  - Identify all framing members, type size and spacing.
  - Identify the insulation requirements.
  
- Additions and Alterations
  - Provide a simple sketch (one-line drawing) of the existing structure.
  - Showing exterior dimensions.
  - Identify all existing rooms.

**\*\*Additions cannot block a required emergency egress window from a bedroom.\*\***

**\*\*Garage additions cannot enter the dwelling through an existing bedroom \***

**\*\*An individual may draw their own plans, but must be drawn to scale or on graph paper and provide enough information to clearly identify all construction methods and materials.\*\***