

## Residential – One, Two and Three Family Plan Approval Submittal Checklist

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### **TWO SETS OF PLANS ARE REQUIRED FOR SUBMITTALS**

Hand drawn plans are acceptable providing they are **legible**.

- ◆ Pencil drawings will not be accepted. (If original is in pencil, please make two copies).
- ◆ Please use a straight edge.
- ◆ Do not use red ink – blue or black ink is preferred.
- ◆ No “white out” or “taped on” details
- ◆ Label all components (Footings, posts, beams, joists, headers, rafters, trusses, etc.).
- ◆ Provide all dimensions in feet and inches.
- ◆ Provide lumber sizes and spacing.
- ◆ Provide lumber species and grade number (example SYP #2)

**BUILDING APPLICATIONS** – Drawings shall include the following items (if applicable):

### New Construction, Additions, Alterations, Foundations, Decks, Porches, Ramps & Accessory Structures:

- Overall dimensions
- Set backs for Zoning review and approval
- Flood Plain elevations marked on drawings (if applicable)
- Footing size and depth (frost depth is 36” to bottom of footer, minimum)
- Footing layout, including rebar placement
- Distance between footings
- Post sizes
- Distance between posts columns (beam span)
- Size of ledger board
- Bolt schedule for attachment of ledger board
- Beam sizes (Example Double Two by Twelve equals (2) 2 X 12)
- Span of beam (same as distance between posts)
- Distance between beams & / or ledger (joist span)
- Size of floor joists (pre-manufactured joist require shop drawings)
- Spacing of floor joists
- Size of deck boards
- Direction of deck boards with respect to joists (perpendicular or diagonal)
- Indicate brand and max. span between joists if composite product is used.
- Provide size of all wall openings (door & window sizes)
- Provide Header specifications over all doors & windows
- Indicate if roof system will be pre-manufactured engineered trusses.  
Two copies of pre-engineered wood roof truss documents (required prior to fabrication)
- Size & spacing of rafters & collar ties.
- Size of ridge board or beam.
- Ridge beam support method.
- Provide R-values for insulation at all walls, ceilings, and floor showing compliance with IECC.  
(Sandusky is located with Climate zone 5.)
- Materials list (show compatibility of fasteners if using treated lumber)

### Roofing:

- Indicate the scope of work proposed - such as tear off/replacement or additional roof added over existing.  
Remember **NO MORE THAN TWO (2) LAYERS ARE PERMITTED ON A ROOF.**
- Indicate roof deck type, any proposed replacement or modification to the existing structure requires a rough framing inspection.
- Provide a complete description of new roof system assembly proposed and provide material types, thicknesses, insulation, flashing, underlayment and ice barrier, metal drip edge and flashing(s) and roof ventilation information as applicable.
- The work must always be completed in accordance to the manufacturer’s specifications.

Siding:

- Indicate the type of existing system (for example: wood siding / stucco)
- Indicate siding material
- Indicate scope of work such as removing or installing over existing, adding insulation.
- The work must always be completed in accordance to the manufacturer's specifications.

Demolitions:

- Site plan:
- show structure(s) to be demolished
- show structure(s) to remain
- Detailed description of restoration of property.
- Excavation permit from Engineering must be obtained by licensed Excavator for sewer capping.
- List plan for containment of site and dust control.
- Timeline showing when job will be completed.

**ELECTRIC APPLICATIONS** - Drawings shall include floor plans indicating (if applicable):

- Service size
- Panel location in dwelling
- Size of service entrance cable
- Location of service (overhead/underground)
- New or additional receptacles, switches, devices, light fixtures, smoke detectors, etc.

**HVAC APPLICATIONS** – Drawings shall include floor plans indicating (if applicable):

- Equipment type/size
- Location
- Type of fuel
- Heat loss/gain
- Duct size (supply/return)
- Equipment Efficiency Rating
- Manufacturer's installation instructions/specifications

**PLUMBING APPLICATIONS** – Drawings shall include floor plans indicating (if applicable):

- Floor plan including:
- Fixture locations
- Venting details or Isometric for all fixtures
- Manufacturer's installation instructions/specifications

**SWIMMING POOLS, SPAS OR HOT TUB APPLICATIONS** – Drawings shall include site plan indicating:

- Location of all buildings
- Electrical connections/bonding
- Fences
- Pool location.
- Details of the barrier for pool/pool area.
- Manufacturer's installation instructions/specifications

Residential One, Two and Three Family Applications for Plan Approval must be completed in full and accompany all submittals.

See the Residential – One, Two and Three Family Plan Approval Fee Schedule for all fees. Fees shall be paid at the time of submittal.