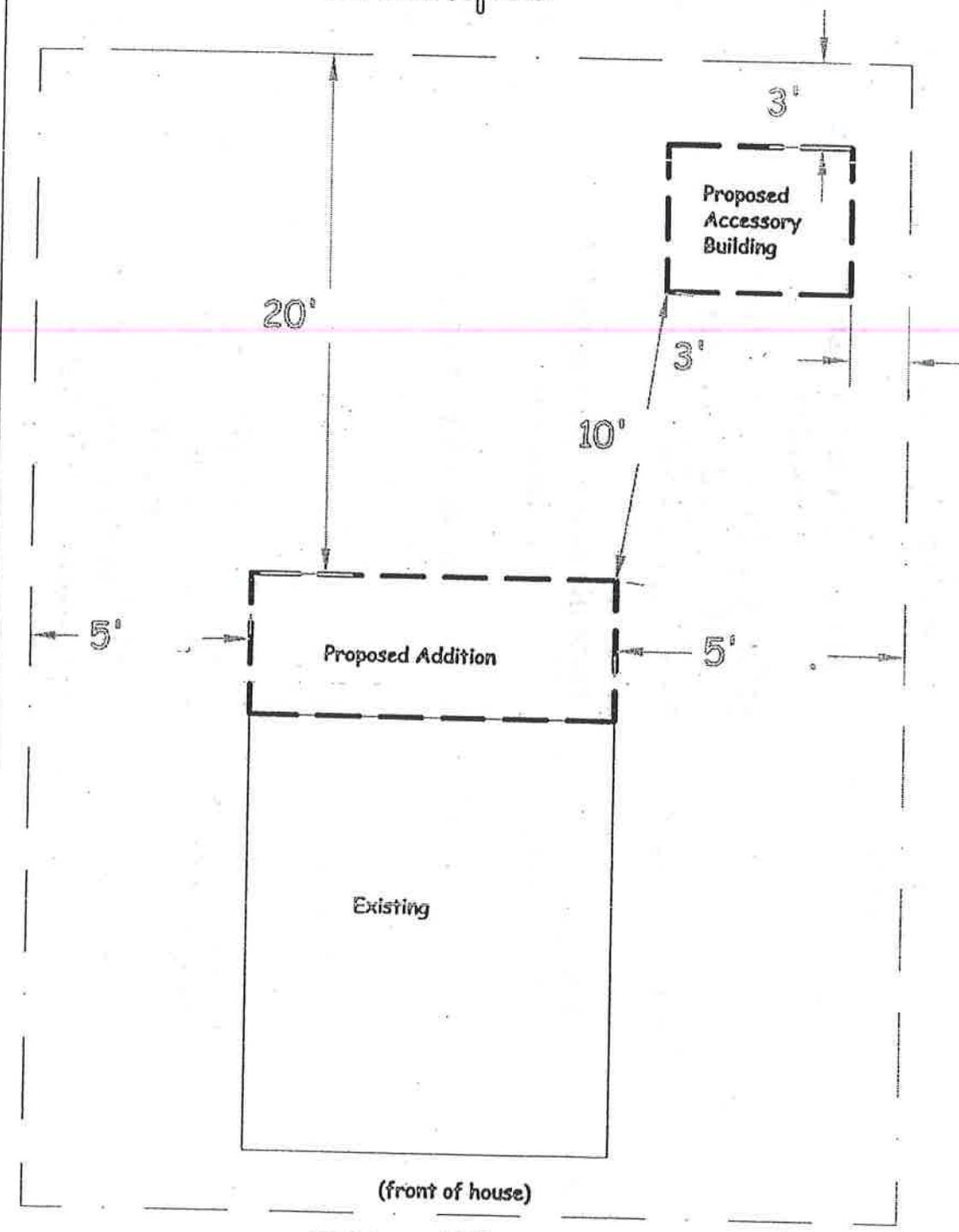


## RESIDENTIAL PERMITS – SUBMITTAL CHECKLIST

<b>Project Type</b>	<b># of Business Reviewing Days</b>	<b># of Required Plans</b>	<b>Reviewing Departments</b>
<b>New Single Family House or Duplex</b>	<b>3 days or * OTC</b>	<b>Review: 2 complete sets &amp; 3 site plan OTC: 1 complete set &amp; 2 site plans</b>	<b>Bldg &amp; NC or OTC Contingency</b>
<b>Additions</b>	<b>3 days or * OTC</b>	<b>2 site plans &amp; wall details</b>	<b>Bldg</b>
<b>Alterations – Interior Work</b>	<b>3 days or * OTC</b>	<b>2 floor plans &amp; work description</b>	<b>Bldg</b>
<b>Accessory Buildings</b>	<b>3 days or * OTC</b>	<b>2 site plans &amp; work description</b>	<b>Bldg</b>
<b>Mobile Home Installation</b>	<b>3 days or * OTC</b>	<b>2 site plans</b>	<b>Bldg &amp; NC</b>
<b>Concrete Slab, Sidewalks &amp; Curb Cuts</b>	<b>3 days or * OTC</b>	<b>2 site plans &amp; work description</b>	<b>Bldg If needed Traffic</b>
<b>Demolitions</b>	<b>2 days</b>	<b>6 site plans</b>	<b>Bldg: 2 site plans Fire: 1 site plans Utilities: 3 site plans</b>
<b>Interior Demolitions</b>	<b>2 days or * OTC</b>	<b>3 site plans</b>	<b>Bldg &amp; Fire</b>
<b>Swimming Pools</b>	<b>3 days or * OTC</b>	<b>2 complete sets w/ EPEC stamps</b>	<b>Bldg</b>
<b>Rockwalls and Fences</b>	<b>* OTC</b>	<b>2 site plans</b>	<b>Bldg</b>
<b>Retaining Wall</b>	<b>3 days</b>	<b>3 site plans &amp; 3 calculations</b>	<b>Engineering</b>

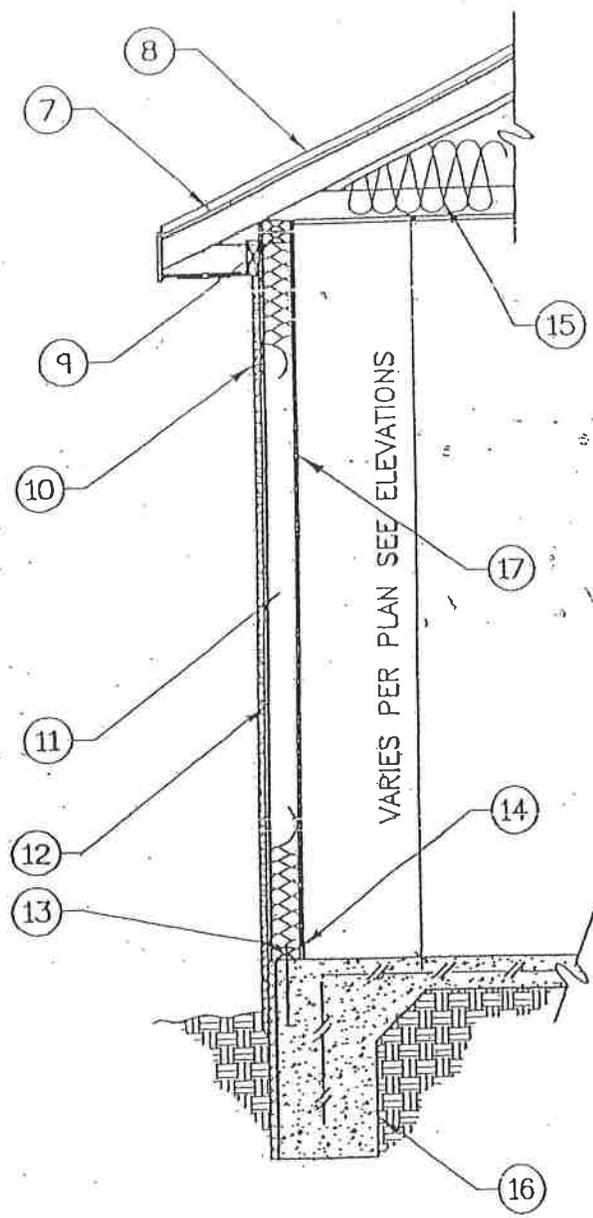
\* OTC may not be available in all instances.

# Example



# Site Plan

1. ALL WALLS TO BE 2x4 HEAVY TIMBER.
2. R-13 BATT INSULATION @ WALLS.
3. R-30 BATT INSULATION @ ROOF.
4. SEE ARCH. FOR DIMENSIONS.
5. ALL TRUSS CIRCERS TO BEAR ON A MIN OF (2) STUDS.
6. PREMANUF. TRUSSES SHALL BE DESIGNED FOR MINIMUM LOADS INDICATED ON SHEET SO. SHOP DRAWINGS SHALL BE STAMPED BY AN ENGINEER AND SUBMITTED TO THE ENGINEER OF RECORD PRIOR TO ANY FABRICATION.



33