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Residential Plans
Submittal Checklist

Building Guides for Homeowners

Applicants for building permits are obliged to become familiar with the pertinent sections of the current issue of Chapter 39 - Zoning Ordinance, and Chapter 79—General Building Regulations of the Troy City Code, which outlines codes currently in effect and modifications adopted.

OFFICE USE		
____	____	**Building Permit Application must be completely filled out and signed, including:**
____	____	Contractor's name, phone number, and address
____	____	Owner's name, address and phone number
____	____	Specify a contact person: name and phone number
____	____	If required, architect's name, phone number, e-mail, and fax
____	____	All engineer's names and phone numbers
____	____	Project address
____	____	The estimated value of the project (include all materials and labor)
____	____	**Plot Plan: 2 sets**
____	____	Recommended scale: 1/8" = 1'- 0"
____	____	Lot dimensions, showing an accurate boundary line survey
____	____	Building footprint with all projections & dimensions to all property lines and/or other buildings
____	____	North arrow
____	____	Easements
____	____	Sewer and water lateral locations from street to house
____	____	Location of any and all retaining walls (which require separate permits)
____	____	**Foundation Plan: 2 sets**
____	____	Recommended scale: ¼" = 1'- 0"
____	____	Soils report by an engineer
____	____	Structural and architectural details
____	____	Footings, foundation, piers, and grade beams designed by and engineer
____	____	Post and girder intersections
____	____	Reinforcing spacing and size
____	____	Fireplaces masonry or gas
____	____	Anchor bolt spacing and size
____	____	**Floor Plan: 2 sets**
____	____	Recommended scale ¼" = 1'- 0"
____	____	Full architectural plans, fully dimensioned and labeled
____	____	Include adjoining rooms, labeled as to their use with all window and door locations
____	____	All wall-to-wall dimensions
____	____	All room finish ceiling heights
____	____	All window operations to be on the plans (slider, single hung, fixed, casement, etc)
____	____	**Exterior Elevations: 2 sets**
____	____	Recommended scale: ¼" = 1' – 0"
____	____	Identify finish materials to be used
____	____	All four elevation views
____	____	Indicate finish grade location at building exterior
____	____	**Grade Slip: 1 Copy**

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____	____	**Structural and Architectural Details: 2 sets (to include all applicable from following)**
____	____	Recommended scale ¼" = 1' – 0"
____	____	Roof, to include eaves, overhangs, rake and gables
____	____	Structural framing details
____	____	Structural section with details at foundation, floor and roof levels
____	____	Cross section view in each direction specific to the structure, generic not acceptable
____	____	Identify all materials, material sizes, spacing, etc.
____	____	**Manufacturer's Specifications for Prefabricated Trusses: 2 sets**
____	____	**HVAC Details, with Specifications: 2 sets**
____	____	Location of HVAC equipment
____	____	**Plumbing Details: 2 sets**
____	____	Show all plumbing fixture and water heater locations
____	____	Show all floor drain locations
____	____	**Electrical Details: 2 sets**
____	____	Service meter location and main breaker size in amps
____	____	Sub-panel location(s)
____	____	**Stair Details: 2 sets (specific to the plan, not generic)**
____	____	Stairway width, rise, run, landing length, and headroom height
____	____	Handrail, guardrail, and baluster details

All drawings shall be submitted to a suitable scale. Drawings shall be properly dimensioned and shall indicate the specific use of all rooms and areas, as well as define all construction materials.

Work valued above $5,000 will require a $30 Plan Review Fee

If the applications are for models, we will assign it a "MASTER PLAN NUMBER." This will eliminate the need to submit building plans with any future applications of the same model.

Applications for soil erosion and water shall be made at the same time as the building application is submitted.

Additional Information: