

PLANNING DEPARTMENT RESIDENTIAL BUILDING PLAN CHECKLIST

ADDRESS: _____
PLAN CHECK NUMBER: _____

ALL RESIDENTIAL BUILDING SITE PLANS REQUIRE THE FOLLOWING:

- ☐ The plans must be drawn to accurate scale
- ☐ All streets and alleys to be shown and labeled
- ☐ All existing and proposed meters, including electric and gas
- ☐ Water heater
- ☐ Existing layout of rooms, labeled
- ☐ Proposed layout of rooms, labeled
- ☐ All existing buildings and structures on lot
- ☐ All proposed buildings and structures on lot
- ☐ North arrow
- ☐ All lot dimensions (property lines) to scale
- ☐ All setbacks (measurements) from property lines
- ☐ All setbacks (measurements) between buildings and structures
- ☐ Driveway, with measurements
- ☐ Garage, including garage door opening, with all dimensions
- ☐ Open space, as required

**THIS COMPLETED CHECKLIST MUST BE SUBMITTED
WITH THE BUILDING PLANS.**

**MISSING ITEMS WILL CAUSE THE PLANS TO BE
REJECTED BY THE PLANNING DEPARTMENT, AS
INCOMPLETE, AND THE PLANS WILL NOT BE
REVIEWED BY THE CITY UNTIL REVISED**