



Construction Services Division

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Checklist Information

Project Number: _____

To Our Customers:

Please obtain and submit the required information for each checked item to ensure you have all of the required information to keep your plan submittal from being delayed for lack of information. This checklist applies to all residential and commercial projects that require plan review.

Application/Plan Submittal Requirements: Information Needed

- Fully completed permit application
- Completed water and sewer applications with one site plan for all new construction.
- Fully completed site and building plan review application for commercial projects.
- All plans to be a minimum 18 by 24 inch in size (signs, residential pools, aluminum enclosures, DCA approved structures, shed and residential driveway plans can be on 11 by 17 inch in size)

Residential Plans

- Two (2) sets of signed and sealed site plans - 1000 SQ FT (footprint) or over (exception: driveway plans) Grand trees require one extrasheet.
- Two (2) sets of signed and sealed building plans
- Two (2) sets of energy calculations
- Sealed topographical survey for new construction and additions - 1000 SQ FT (footprint) or over.

Commercial Plans

- Two (2) sets of signed and sealed site plans. Grand trees require one extrasheet.
- Two (2) sets of signed and sealed building plans
- Two (2) sets of signed and sealed site and structural plans for signs
- Two (2) sets of energy calculations
- Sealed survey for new construction and additions

Site Plan Details: Information Needed

- Architectural Site Plan with data table showing all site-related building and fire information
- Plan showing locations of proposed additions / buildings/ site utilities and legal description
- Certified topographical survey with proposed and existing construction areas
- Tree Survey showing the location, Size, and Type of Existing Trees, trees less than 20' from property line
- Barricade locations and details, Sediment Control Plan, Tree Credit Table
- Adjacent property elevations within 10' of property line
- Number of Sleeping Quarters for Hotels, Motels and Boarding Houses
- Number of Dwelling or Lodging Units showing the SF per unit
- Proposed Building and Parking Setbacks
- Floor plan showing the seating Capacity for Restaurants, and other Assembly uses (for zoning review)
- Refuse Bin(s)/ Container(s) and Screening Enclosure(s).
- Solid Waste Dumpster Location and Screening
- Actual land uses of adjoining properties (not just zoning classification)
- Finished floor elevation of proposed work relative to existing building for addition, and/or NGVD location relative to road center line, and dimensions of property lines

Building Plan Details: Information Needed

- Building Data Table showing all building information data
- All dimensions clearly indicated on Exterior and Interior
- Floor Plans drawn to scale (minimum 1/8" = 1' - 0") with a site/key plan for project location and reference
- Exterior and Interior wall Sections including demising walls
- Room Finish Schedule
- Building components description, Product Approval information and specialty details, soil stabilization
- Door and Window Schedules
- Exterior Building Elevations
- Emergency Generators and their locations (if exterior, show on the site plan)
- Parking Facilities Layout and Dimensions (such as Stall Widths, Lengths, Aisle Widths, and Compact Parking Spaces) that are located within the Building.