

RESIDENTIAL PLAN REVIEW CHECK LIST

Required information on the Application/Plans for Stamp of Plan Approval:

- **Type of Construction/Improvement**
- **Name of Person Who Prepared Plans on Each Sheet**
- **Square Footage**
- **Valuation**
- **Method of Construction**
- **If house is “as before/identical”, give model/plan number**
- **If manufactured house, supply unit number(s), manufactured date**

Required Fees for a Building Permit:

- **Building**
- **Electrical**
- **Zoning (if township under County jurisdiction)**
- **Temporary Power Release**
- **HVAC**

Required Submittals for a Residential Building Permit (all items may not be necessary for every project):

- **Plot/Site Plan (show all structures with setbacks, creeks, etc.)**
- **Foundation Plan**
- **Basement (show whether walk-out or not); Slab; Crawl Space Plan**
- **Floor Plans**
- **Elevations**
- **Roof Framing Plan**
- **Building Cross Sections; Engineered Truss Shop Drawings**
- **Section Details**
- **Door/Room Finish Schedule**
- **Insulation/Energy Conservation Information**
- **Type of fuel (oil, gas, wood, geothermal, coal, electric)**
- **Type of fireplace**
- **Electrical Information**
- **HVAC Information**