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## RESIDENTIAL PLAN CHECK SUBMITTAL REQUIREMENTS

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Use this checklist to assemble the materials required for your application when submitting in Accela. The following items must be submitted digitally in order to process your application. **If the plans are not legible, or do not contain the information listed below, your application will be deemed incomplete and placed on hold. If an application is placed on hold it will not be processed forward into review until complete.**

### REQUIRED EXHIBITS

1. A complete set of plans with Preparer's name and signature, address, phone number and license stamp and number (if applicable) on each sheet. The plans, including approved site plan, must be drawn to scale as indicated and include all pertinent plan views (foundation, floor, and roof), sections, elevations, and details, as applicable and noted below in Plan Content.
2. A complete set of Structural calculations.
3. A complete set of Title 24 Energy calculations.
4. A set of truss drawings and calculations.
5. Plans will NOT be accepted if marked with "Not for construction," "Review purposes only," or similar statements.
6. Plan set sheet size to be 18" x 24" minimum and 30" x 42" maximum for plan submittals. Calculations to be submitted as 8½" x 11".
7. Each sheet shall have a clear space 3"x 3" titled "City use only".
8. File size shall be limited to 200MB for each component.

### PLAN CONTENT

9. Site Plan identical to plan submitted to Planning with:
  - a) Project data, scope of work, owner authorization
  - b) North Arrow (typical for standard plan)
  - c) Property owner's name, address and phone number
  - d) Building footprint with lot dimensions and setbacks shown with all footprint variations provided for standard plans
10. Grading Plan (if required) (A separate submittal required)

11. Dimensioned Floor Plan with all rooms clearly and accurately identified
  - a) Dimensioned Foundation Plan
  - b) Exterior Elevations (North, South, East, and West)
12. Roof and/or Floor Framing Plan
13. Building Sections Drawing
14. Structural Details
15. Mechanical Plan with:
  - a) Location of all equipment
  - b) Whole house ventilation system with sizing
16. Plumbing Plan with:
  - a) Gas piping and sizing, with CFH sizing calculation.
  - b) Water piping and sizing and depicting interface/tie-in to fire sprinkler system
  - c) MWELD and Landscaping Plan
17. Electrical Plan showing location of:
  - a) All light fixtures, outlets, and switches
  - b) Electrical load calculations
18. Photovoltaic (Solar) plans if modeled in the Title 24 documents, plans must show location, mounting system and materials (See Residential Solar Plan Check Requirements for further detail.)