



Accessory Plan Submittal Checklist

*These guidelines outline the minimum requirements for plan submittal/review of residential construction projects.
SEE R309 for Garage, Carport, and Accessory Structure Requirements.*

Permit Application

- ☐ Location of site completed.
- ☐ Contractor information completed *or* waiver signed and notarized.
- ☐ Ensure property is not in a flood zone and/or classified forest.
- ☐ Owner/contact information completed.
- ☐ Application Signed

Items submitted with the Application.

- ☐ Building Plans
- ☐ Plot Plan
- ☐ Letter of approval from HOA/POA (if applicable).
- ☐ Septic Permit/Letter from sewer company (If plumbing is installed)
- ☐ Driveway Cut Permit (if new driveway is installed)
- ☐ Application Fee
- ☐ Licensed Plumber (Name, Company, License)

Foundation Plan Review

- ☐ Foundation details on foundation sheet including depth of post holes and/or footer width/depth (IRC 403.1(1)).
- ☐ Anchor type: post holes, anchors, etc. shown on the plans.
- ☐ Slabs – show vertical and horizontal insulation around the foundation perimeter, using 2” insulation board (IRC Table 403.3(1)).

Floor Plan Review

- ☐ Label uses of all rooms, spaces, and their size, show all door locations and widths.
- ☐ Provide all window sizes, types, and locations (IRC 308).
- ☐ Provide access to the attic space if there’s a ceiling installed (IRC 807).

Elevations

- ☐ Provide complete drawings of all proposed front, rear and both side elevations, including additional lean-to structures, carports, etc.
- ☐ Indicate all materials used: stucco, concrete block, glass block, roofing systems, siding, veneers, etc. (See Wall Cross Section)
- ☐ Note and specify all roof slopes (See Wall Cross Section).

Framing Plans

- ☐ Provide complete roof and floor framing plans.
- ☐ Show size, spacing and span of all framing members. Rafters and floor joists should include spacing (*in inches*), lumber size, and the species and grade of lumber (IRC 802.4.1(2) for Rafters | 502.3.1(2) for Floor Joists).
- ☐ Note and detail tie straps, framing anchors and joist hangers by type, size and required attachment to framing members (See Wall Cross Section).
- ☐ Show proper uplift protection – lift blocks must be attached to the poles below the frost line (See Wall Cross Section)
- ☐ Detail all connections from the foundation to the roof (See Wall Cross Section).
- ☐ Provide one set of complete truss plans (Engineered Lumber Only).

- ☐ Dwelling/Garage Fire Separation – When the primary dwelling is attached to a garage, no less than ½ inch drywall must be applied to the garage side for fire blocking. **(IRC R302.6).**
- ☐ Dwelling/Garage Fire Separation – Openings between the garage and residence shall be equipped with solid wood doors not less than 1 and 3/8 inches in thickness **(IRC 302.5.1)**
- ☐ Fire-Resistant Construction – Confirm if there is a minimum fire separation distance between structures or common walls **(IRC 302).**

Electrical Plan (if applicable)

- ☐ Provide electrical plan showing GFCI outlets, switches, and lighting. At least one GFCI receptacle outlet shall be installed at the beginning of each circuit.

Plumbing (If applicable & requires Health Department Approval)

- ☐ Provide plumbing plan showing sinks, showers, tubs, toilets, and fans **(if applicable).**
- ☐ Indicate location of sump and sewage ejectors on the plumbing plan **(IRC 408.8)**

Mechanical (if applicable)

- ☐ The dwelling plan must include the location of furnace/water heater **(if applicable).**

Plot Plan

- ☐ Must show all existing and proposed improvements.
- ☐ Must show distance from all property lines per zoning district:
 - ☐ **A1**– Front: 50' // Side & Rear: 25'
 - ☐ **A2** – Front: 50' // Side & Rear: 25'
 - ☐ **R1** – Front: 30' // Side: 15' // Rear: 20'
 - ☐ **R2** – Front: 20' // Side: 8' // Rear: 15'