



Accessory Plan Submittal Checklist

These guidelines outline the minimum requirements for plan submittal/review of residential construction projects.

Check the box if in compliance/on the plans; place an X in the box if not applicable to the plan; leave box blank if not in compliance/on the plan

Permit Application

- Location of site completed.
- Contractor information completed **or** waiver signed and notarized.
- Description of project
- Owner/contact information completed.
- Application Signed

Items submitted with the Application.

- PDF copy of plans provided (**larger than 11x17**)
- Plot plan
- Letter of approval from HOA/POA
- Septic Permit/Letter from sewer company (**If plumbing is installed**)
- Driveway Cut Permit (**if new driveway is installed**)
- Application Fee paid.

Foundation Plan Review

- Foundation details on foundation sheet including depth of post holes (**See Wall Cross Section**).
- Slabs shall be shown, and their thicknesses specified (**See Wall Cross Section**).

Floor Plan Review

- Label uses of all rooms, spaces, and their size, show all door locations and width.
- Provide all window sizes, types, and locations.
- Provide access to attic space(s).
- Designate the location of water heaters (**if applicable**).

Elevations

- Provide complete drawings of all proposed front, rear and both side elevations, including patio covers, decks and fireplaces.
- 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**).
- Provide adequate attic ventilation.

Framing Plans

- Provide complete roof and floor framing plans. Show size, spacing and span of all framing members (**engineered lumber only**).
- 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**)

Electrical Plan (if applicable)

- Provide electrical plan showing GFCI outlets, switches, and lighting.
- Provide hardwired and interconnected smoke detectors and carbon monoxide detectors as required and show locations (**IRC R314 & R315**).

Plumbing (If applicable)

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

Mechanical (if applicable)

- The dwelling plan must include the location of furnace/water heater (**if applicable**).
- Show exhaust fan locations for bathrooms, water closet compartments and laundry rooms in lieu of operable windows.

Plot Plan (on Putnam County GIS System)

- Must show all existing and proposed improvements.
- Must show distance from all property lines.