



Residential Plan Submittal Checklist

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

Permit Application

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

Items submitted with the Application.

- ☐ Building Plans
- ☐ Plot Plan
- ☐ HOA/POA Letter of Approval
- ☐ Septic Permit/Letter
- ☐ Driveway Permit from Putnam County Highway Department
- ☐ Application Fee
- ☐ Licensed Plumber (*Name, Company, License #*)

Foundation Plan Review

- ☐ Foundation details on foundation sheet, including depth of footers (**IRC 403.1(1)**).
- ☐ Slabs shall be shown, and their thicknesses specified, **or** show number of foundation blocks for crawl space or basement walls.
- ☐ Slabs – show vertical and horizontal insulation around the foundation perimeter, using 2” insulation board (**IRC Table 403.3(1)**).
- ☐ Foundation drains must be shown on plans (**See Wall Cross Section**)
- ☐ Crawl space conditioned with insulation board and vapor barrier. If not conditioned, provide location of vents (**IRC 408**).

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 of tempered glass (**IRC 308.4.5, 6, 7**)
- ☐ Comply with bedroom and basement window egress requirements: height of the opening shall be not less than 24” and the width not less than 20” (**IRC 310.2.1**).
- ☐ Show maximum sill height of 44 inches in bedroom & basement egress windows (**IRC 310.1**)
- ☐ Detail & specify basement window wells showing minimum width at egress window of 36 inches & a permanent egress ladder complying with **IRC 310.2.3**.
- ☐ Provide access to each separate attic and crawl space(s). (**Crawl 408.4 | Attic R807**)

Elevations

- ☐ Provide complete drawings of all proposed front, rear and both side elevations, including patio covers, porches, decks, fireplaces, 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 (**wall section and elevation sheets**)
- ☐ Provide adequate attic ventilation (**IRC 806**)
- ☐ Note on the plans that masonry chimneys must terminate a minimum of two (2) feet above any point of a roof within ten (10) feet measured horizontally but not less than three (3) feet above the highest point where the chimney passes through the roof (**IRC R1003.9**).
- ☐ Chimney Fireblocking – Spaces between chimneys and floors and ceilings shall be fireblocked with noncombustible material securely fastened in place (**IRC 302.11**)

Framing Plans

- ☐ Provide complete roof and floor framing plans.
- ☐ Verify rafter and/or floor joist spans– **must** 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**).
- ☐ Provide one set of complete truss plans (**Engineered lumber only – will need plans before framing begins**).
- ☐ Note and detail tie straps, framing anchors and joist hangers by type, size and required attachment to framing members (**See Wall Cross Section**).
- ☐ Detail all connections from the foundation to the roof – depth, materials, sizes, etc.
- ☐ Fire-Resistant Construction – Confirm if there is a minimum fire separation distance between structures or common walls (**IRC 302**).
- ☐ 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

- ☐ Provide proposed electrical plan showing outlets, switches, and lighting (**including lighting in attic and crawl space**).
- ☐ Provide hardwired and interconnected smoke detectors/carbon monoxide combination detections and show their locations. (**IRC R314 & R315**)
- ☐ For new construction, carbon monoxide alarms shall be provided in dwelling units whether either or both exist – contains a fuel-fired appliance or has an attached garage (**IRC 315.2.1**)
- ☐ Provide location of all GFCI outlets
- ☐ If a kitchen island is installed and longer than 6', two GFCI outlets must be installed on the island.

Plumbing

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

Mechanical

- ☐ The dwelling plan must include the location of furnace and water heaters.
- ☐ Show exhaust fan locations for bathrooms, water closet compartments and laundry rooms in lieu of operable windows.

Energy Code Compliance

- ☐ R Value of Insulation **must** be shown on the plans, regardless of which energy code is selected.
- ☐ **Prescriptive:** 2x6 walls with R19 // 2x4 walls with R13 + ½" foam board on the exterior
- ☐ **Performance:** requires an air leakage test through an outside company. Typically, TSI Energy Solutions through Indianapolis.

Plot Plan (from Putnam County GIS System)

- ☐ 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'