



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 (Electronic or Hard Copy)
- 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. **(See Wall Cross Section)**
- 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.
- 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.

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)**
- 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)**.
- 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**
- Provide access to each separate attic and crawl space(s).

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.
- 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.

Framing Plans

- Provide complete roof and floor framing plans.
- Rafters and Floor Joists – **must** include spacing (in inches), lumber size, and the species and grade of lumber (**Engineered Lumber ONLY**).
- 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.
- 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 and carbon monoxide detectors as required and show their locations. (**IRC R314 & R315**)
- 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.

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:** must have 2x6 walls; R20 or R13+5 insulation
- 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: 10' // Side: 15' // Rear: 20'
 - R2** – Front: 20' // Side: 8' // Rear: 15'