



RESIDENTIAL ATTACHED OR DETACHED STRUCTURE CHECKLIST

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To Be Completed By Permit Technician

Done?	No. of Copies Required	Description:
<input type="checkbox"/>	2	8-1/2"x11" (minimum) and 42" x 30" (maximum) Dimensioned Site Plans (see attached SNBO typical plan)
<input type="checkbox"/>	2	2009 International Energy Conservation Code Calculations – Wet Sealed by architect, engineer or signed by contractor/homeowner (go to www.energycodes.gov click on ResCheck)
<input type="checkbox"/>	2	Provide dimensioned floor plans and details of adjacent areas (see attachments)
<input type="checkbox"/>	2	Structural Plans & Calculations and/or load path details – Wet Sealed
<input type="checkbox"/>	3	Truss Calculations (1 wet stamped set, 1 copy, reviewed and signed by the Engineer of Record), if applicable
<input type="checkbox"/>	2	Soils Reports (for single story additions of 600 square feet or greater footprint)
<input type="checkbox"/>	3	When structural is submitted, provide a completed QAA-2 form stamped and signed by the Structural Engineer. This form will determine any special inspection items that may be required.
<input type="checkbox"/>	2	Complete sets of plans including: a) Architectural (includes site plan, floor plan, elevations) b) Structural (3 if QAA req'd) c) Mechanical d) Plumbing e) Electrical (include load calculations) if 6 or more new outlets
<input type="checkbox"/>	1	IF Owner / Builder: a) Owner ID b) State Contractor's Board Affidavit of Exemption Form

*****PLANS DRAWN IN PENCIL/PEN, OR WITH COLORED HIGHLIGHTING ARE NOT ACCEPTABLE*****

Note: For detailed requirements concerning items on this checklist, please refer to corresponding handouts available at front counter of Building and Safety.