RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST

CITY OF ASHLAND - BUILDING DIVISION

Location: **Applicant:**

Yes	No	N/A	
			General Information:
			Design Criteria
			Code Analysis
			Project name and location
			Design professional, architect and /or engineer(s) name and phone #
			Three (3) sets of plans (4 sets if Energy Star or Earth Advantage)
			Names, addresses and phone #'s of all owners and contractors w/ license #
			Valuation of project (labor, materials, overhead and profit whether paid for or not)
			Total square footage of impervious surfaces
			Gross square footage
			Demolished structures information
			Remodels: Total # of plumbing fixtures being removed, relocated or added
			Any conditions imposed as part of an approved planning action shall be shown
			Energy forms (Identify if Energy Star or Earth Advantage and input required values on checklist)
			Earth Advantage Points List
			Structural design loads shown on plans (snow load, wind & exposure)
			Plot plan
			Show all proposed and existing buildings
			Direction indicator (show north)
			easement location, public & private. All maintenance agreements for common areas.
			distances to property lines and buildings
			Location of storm drains, sanitary sewer, water service connection and electric service panel
			Show point of termination for footing, roof and storm drains (Street or approved disposal site)
			Show contour lines (topography)
			Basement and retaining walls,(cross sections and details or attached engineering)
			Foundation Plan
			Elevation of footing and foundation details (including hold downs and their locations)
			Floor Plan
			Show each floor and use of all rooms and other areas
			If remodel / addition show existing floor plan.
			Beam calculations. Provide 2 sets of calc's for all beams and multiple joists over 10'
			Show brace panels (exterior & interior), Alt. brace panels, Portal Frame or Engineered System
			Framing cross section & details
			Show coverings for all surfaces (roofing, ceilings interior, exterior and projections)
			Elevations
			Show all sides of building
			Roof Plan
			Engineered trusses (Deferred)
			Stick frame
			Mechanical Plan
			Show all heating, ventilation and A/C equipment and location of each
			Gas fixtures (appliances) listed w/ BTU requirements
			Fire Access (show distance to closest fire hydrant)

Signature of applicant submitting plans **Inspector** **Date**

* This list does not constitute a plan review.