



Date: May 18, 2011

*To: Home Builders
Permit Agencies
Permit Applicants*

*From: Don Mock, P.E., Chief
Plan Review Division, DILP*

Re: Master Plans-on-File Building Permit Submittals

Effective immediately submittal of plans associated with “plans-on-file” permit applications will be revised to require the following plan items. Please submit only the “mini” plans with worksheets for all “plans-on-file” along with **the following items required** (limiting the number of sheets submitted) to a basic set of plans. If a worksheet is not site-specific (missing the extension, morning room, etc.) please note it on the worksheet that matches as closely as possible to the one being requested, and a new worksheet will be made, **a worksheet must be submitted with each application.**

Items Required

- The year of the Building Code to which the plans are designed. (e.g. IRC 2009)
- Elevation plans of the intended model for the specific lot.
(Front, Rear, and Side elevations with options shown)
- Floor plans, all floors.
(Basement, First Floor, Second Floor and Finished Attic, if appropriate, with options shown)
- Cross Section with options shown.
- Framing Plans for each floor, plus Roof Framing Plans (for the elevation that is being submitted) with options shown.
- Wall Bracing / Wind Bracing Plans, showing braced wall lines, the required amount of bracing required by Table R602.10.1.2(1) for each braced wall line, the amount of bracing actually provided for each braced wall line, and the method of bracing being provided, along with any hold down / foundation requirements for bracing. These plans are also to include the option plans, if appropriate, for the lot submittal.
- Roof Truss Drawings: at the time of framing inspection, a package of the stamped signed

and sealed, site-specific roof truss drawings from the truss manufacturer are to be available to the inspector, for review of all bracing for trusses, not just architectural framing plans.

Items Not Required (these items are already included on the original plans-on-file plans)

- Bath Room elevation and Kitchen elevations plans
- Any Detail Sheets (window flashing, stair details, stair sections, porch details) that are not part of the bracing requirements.
- Specifications and index sheets.
- Electrical/Mechanical/Plumbing Plans.
- Standard Detail Sheets.

Multiple Elevation Builders

Please submit only the model elevation that is site-specific for the individual lot for which a permit is being submitted. Floor plans with multiple options of windows, doors and additions (sunrooms, morning rooms, extended family rooms, etc.) need to be crossed out if they are not going to be built (or highlight what is going to be built on the lot) and only the site-specific information for the lot submittal are to be clearly shown on the plans. Please cross out all options that are not going to be built. Only **one set of “mini” construction plans** needs to be submitted, unless you need an extra set for your office file.

This is an effort to reduce the amount of paper being processed between your office and ours, as well as to help with field inspections. You are reminded that a full size, complete set of approved, stamped plans is to be available for on-site inspection.