

**BUILDING APPLICATION INTAKE FORM  
NEW CONSTRUCTION**

Staff Intake Initials \_\_\_\_\_ Date \_\_\_\_\_  
BP# \_\_\_\_\_

**Minimum drawing size 11" X 17".  
Minimum scale 1" per 10' for site plan, 1/4" per 1' for structural plans.**

Completed and Signed Building Permit Application

Site/Plot Plan

- Legal description
- Address
- Lot size dimensions
- Location on lot with distances to lot lines
- Other structure locations and distances to
- Sewer line location
- Water line location
- Driveway & parking pad location(s)
- Stormwater location (i.e., downspouts, drywells, infiltration trenches, etc.)
- All easement/street locations
- Propane tank location, size, and distance to structures and lot line
- Location of critical areas (if applicable)

Structural Plans

- Elevations from all four directions
  - Roof pitch
  - Height of structure from grade
- Foundation Plan
- Floor Plan
  - Door, window opening dimensions & egress
  - Room identification
  - Plumbing fixture locations
  - Mechanical fixture locations
  - Heating/Cooling equipment location
  - Smoke & carbon monoxide location
- Framing Plan
- Roof Framing Plan
- Structural cross sections & details

Structural Calculations

- Prescriptive
  - Braced wall line locations and calculations for both seismic (D2) and wind (130 mph [Vult])
  - Header & beam calculations
- Engineered
  - Plans stamped & signed by a professional architect or engineer
  - Stamped & signed structural calculations

Energy Compliance

- Residential worksheet with energy credits selected
- Glazing schedule
- Heating system sizing worksheet
- Commercial worksheets, as applicable

Fees – may include, but are not limited to:

- Site plan review
- Plan review
- Building permit
- GFCs – water & sewer
- Transportation impact
- Parks impact