

Town of Morrison

Residential Plans Submittal Check List

- 1. Building Permit Application must be completely filled out, including:**
 - a. Contractor's name, phone number, and address.
 - b. Owner's name, address and phone number.
 - c. Specify a contact person: name and phone number.
 - d. If required, architect's name, phone number, e-mail, and fax.
 - e. All engineer's names and phone numbers.
 - f. Project address.
 - g. The estimated value of the project (include all materials and labor)
- 2. Plot Plan: 2 sets.**
 - a. Recommended scale: $1/8'' = 1' - 0''$.
 - b. Lot dimensions.
 - c. Building footprint with all projections & dimensions to all property lines and/or other buildings.
 - d. North arrow.
 - e. Easements.
 - f. Sewer and water lateral locations from street to house.
 - g. Location of any and all retaining walls (which require separate permits).
- 3. Foundation Plan: 2 sets.**
 - a. Recommended Scale: $1/4'' = 1' - 0''$.
 - b. Soils report by an engineer.
 - c. Structural and architectural details.
 - d. Footings, foundation, piers, and grade beams designed by and engineer.
 - e. Post and girder intersections.
 - f. Reinforcing spacing and size.
 - g. Fireplaces masonry or gas.
 - h. Anchor bolt spacing and size.
- 4. Floor Plan: 2 sets.**
 - a. Recommended Scale $1/4'' = 1' - 0''$.
 - b. Full architectural plans, fully dimensioned and labeled.
 - c. Include adjoining rooms, labeled as to their use with all window and door locations.
 - d. All wall-to-wall dimensions.
 - e. All room finish ceiling heights.
 - f. All window operations to be on the plans (slider, single hung, fixed, casement, etc).
- 5. Exterior Elevations: 2 sets.**
 - a. Recommended scale: $1/4'' = 1' - 0''$.
 - b. Identify finish materials to be used.
 - c. All four elevation views.
 - d. Indicate finish grade location at building exterior.
- 6. Structural and Architectural Details: 2 sets (to include all applicable from following).**

- a. Recommended scale $\frac{1}{4}'' = 1' - 0''$.
- b. Roof, to include eaves, overhangs, rake and gables.
- c. Structural framing details.
- d. Structural section with details at foundation, floor and roof levels.
- e. Cross section view in each direction specific to the structure, generic not acceptable.
- f. Identify all materials, material sizes, spacing, etc.

7. Manufacturer's Specifications for Prefabricated Trusses: 2 sets.

8. HVAC Details: 2 sets.

- a. Location of HVAC equipment.

9. Plumbing Details: 2 sets.

- a. Show all plumbing fixture and water heater locations.
- b. Show all floor drain locations.

10. Electrical Details: 2 sets.

- a. Service meter location and main breaker size in amps.
- b. Sub-panel locations(s).

11. Stair Details: 2 sets. (specific to the plan, not generic)

- a. Stairway width, rise, run, landing length, and headroom height.
- b. Handrail, guardrail, and balluster details.