

Building and Planning Department  
New Single Family Home

**Process**

Submit Plot Plan

- Provide dimensions of lot, structure, and setbacks drawn to scale. Indicate all streets and alleys adjacent to property. Identify any easements on the property
- Provide a legal description of property ( lot #, block #, addition and address)

Information Required

- Provide 1 Complete Set of Plans and Specifications; including ResCheck
- Drawn to scale
- Accurately dimensioned
- Identify use of each room
- Provide door, window schedule (size and location)
- Indicate extent of electrical, plumbing and mechanical layout
- Drawing of foundation must be submitted with plans
- Provide two elevations of building, identifying exterior finishes, roofing material, and height of chimney
- Schedule for masonry construction must be submitted with plans

*Separate electrical, plumbing and mechanical permits are required.*

*Separate driveway approach (curb cut) permits are required from Public Work Departments*

Staff Contact

Bryan Ellis, Building Official

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