

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

Building Official

512-556-6831