

# RESIDENTIAL PLAN REVIEW CHECKLIST

2009 IRC, 2015 IECC & 2011 NEC



**★ This checklist must be submitted with a Building Permit Application for residential construction.**

## Job Information

Property Address:	Suite #	Contractor:
<input type="checkbox"/> Single-Family <input type="checkbox"/> Townhome <input type="checkbox"/> Duplex <input type="checkbox"/> Remodel <input type="checkbox"/> Addition <input type="checkbox"/> Other		

## Submittal Requirements

The following documents must be submitted with application:

- Building Permit Application (3 copies)
- Plan Review Checklist (1 copy)
- Construction Plans (3 sets)
- Plan Review Fee (*nonrefundable, additional permit fee is due at issuance of permit*)

Check which of the following has been included:

Y / N

- 3 sets of Builder Plans (minimum 1/8" scale, folded not rolled) include Design Plan and Engineer Design Plan
- 3 Plot Plans (detached from Builder Plan, minimum 1" to 30' scale)
- 2 Foundation Letters
- 3 sets of foundation drawings stamped by a Professional Engineer registered in the State of Texas
- Completed Residential Energy Code Compliance Form (with signature)
- Energy Check Report (with signature)
- Completed Construction Site Waste Consent Form
- Completed Model Home Affidavit (if applicable)
- Minimum masonry product coverage specified on plan submittals
- Site specific soils report
- Foundation design based on site specific soils report
- Specify termite control methods on plans
- Engineered Truss Plan for 2/2.5 story homes
- Floor joist layout over 1 story
- Framing, roof and shear wall plans
- Electric plan with smoke and CO2 alarms shown and concrete-encased electrode if required

Under the water conservation plan and drought contingency plan there are limits to the use of sprinkler systems. If a new home requires more than two days per week watering to establish new sod or landscape, the contractor/owner must apply for a variance. There is no guarantee the variance will be granted if under the drought contingency portion of the plan. To apply for a variance, visit: [cityofallen.org/watervariance](http://cityofallen.org/watervariance). For more information on water conservation, please contact [gdonaldson@cityofallen.org](mailto:gdonaldson@cityofallen.org).

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone : \_\_\_\_\_

*By signing this you have agreed that all boxes have been checked and all information has been submitted. Failure to submit all information may delay the approval of your permit.*

**Building Services**  
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