

**PLANNING DEPARTMENT  
RESIDENTIAL BUILDING PLAN CHECKLIST**

**ADDRESS:** \_\_\_\_\_  
**PLAN CHECK NUMBER:** \_\_\_\_\_

**ALL RESIDENTIAL BUILDING SITE PLANS  
REQUIRE THE FOLLOWING:**

- The plans must be drawn to accurate scale
- All streets and alleys to be shown and labeled
- All existing and proposed meters, including electric and gas
- Water heater
- Existing layout of rooms, labeled
- Proposed layout of rooms, labeled
- All existing buildings and structures on lot
- All proposed buildings and structures on lot
- North arrow
- All lot dimensions (property lines) to scale
- All setbacks (measurements) from property lines
- All setbacks (measurements) between buildings and structures
- Driveway, with measurements
- Garage, including garage door opening, with all dimensions
- Open space, as required

**THIS COMPLETED CHECKLIST MUST BE SUBMITTED  
WITH THE BUILDING PLANS.**

**MISSING ITEMS WILL CAUSE THE PLANS TO BE  
REJECTED BY THE PLANNING DEPARTMENT, AS  
INCOMPLETE, AND THE PLANS WILL NOT BE  
REVIEWED BY THE CITY UNTIL REVISED**