



This checklist has been provided to assist the applicant in assembling documentation needed for a complete electronic submittal. Only complete submittals will be accepted for plan review. Please contact our department with questions regarding the required materials.

- ☐ **Completed Building Permit Application**
- ☐ **Project Valuation**
- ☐ **Electronic Submission to [dcpermits2@gmail.com](mailto:dcpermits2@gmail.com)**
  - ☐ **Cover Sheet**
    - ☐ Current Codes and Local Amendments
    - ☐ Sheet Index that matches the plan sheets provided
    - ☐ Project Name
    - ☐ Project Address
    - ☐ Building area and construction type and occupancy
    - ☐ Deferred submittals
    - ☐ Special inspections required
  - ☐ **Site Plan**
    - ☐ Property Dimensions
    - ☐ Setbacks to all Property Lines
    - ☐ Finished Floor Plan
    - ☐ Cross sections
    - ☐ Lot Coverage (All areas under roof)
    - ☐ Label Adjacent Streets
    - ☐ Driveway Dimensions Measured to Sidewalk and Side Property Line(s)
  - ☐ **Foundation Plan**
  - ☐ **Floor Plan with Dimensions and Labeled rooms**
  - ☐ **Roof Plan**
  - ☐ **Framing Plan**
  - ☐ **Elevations (all sides) including:**
    - ☐ Material and Color
    - ☐ Dimensions from grade:
      - ☐ Finished floor height
      - ☐ Header height
      - ☐ Plate height
      - ☐ Roof height (to peak or top of peak)



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- If you checked **NO** on a submittal Item, please list and provide explanation or reasoning for the exclusion.

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