



Residential Plan Submittal Checklist

The following checklist must be completed when submitting plans for a residential building permit. Projects with missing information at check-in will be not be reviewed until all information is submitted.

1. Completed Application

- Signed
- Model name and lot number (check site plan)
- Estimated Cost of Construction
- Contact information of electrician, plumber, and HVAC
- Miscellaneous work (i.e. decks, finished basement, 3 car garage, retaining walls)

2. Building Plans (two copies)

- Signed by Engineer/Architect
- Wall Sections
- Elevations
- Stair Detail
- Footing & Foundation Details
- Floor Detail
- Deck Plans
- Masonry Wall Detail
- Fireplace Section

3. Truss Details

- Details and layout signed by Missouri licensed engineer

4. Site/Plot Plan (two copies drawn to scale – no faxed copies)

- Subdivision name
- Lot number and square footage
- Show all flood plain elevations
- Bar scales and True North directions shown
- All dimensions and bearings
- Driveways and sidewalks
- Name, license number, seal, signature and address of surveyor
- Show elevations of all water courses within the property and adjacent properties
- Indicate all easements, building lines, street width, sidewalks and building setbacks from all property lines
- All existing structures including storm water structures, sanitary manholes, shutoff valves, and proposed water meter locations
- Building footprint on lot showing all dimensions around perimeter
- Indicate all cantilevers and roof overhangs of more than 18", balconies, decks, wing walls, porches and other appendage projections
- Number of stories and indication of walkout, lookout or in-grade basement
- Basement, top of foundation and finished floor elevations
- Finish grade elevations for each corner of the lot, building, at the driveway entrance, and any inlets
- Use directional arrows to indicate positive drainage from the residence and yard per approved grading plan
- Basement egress shown