

# MINIMUM PLAN SUBMITTAL REQUIREMENTS FOR RESIDENTIAL PERMIT APPLICATION

**New, Addition & Remodel/Alteration for 1 & 2 Family Structures**

Updated For 2009 Codes - Effective May 24, 2012



	New Construction	Additions	Remodels	Garage Conversion	Demolition	Application Submittal
Site Plan	X	X	X	X	X	2 Site plans <sup>4</sup>
Floor Plan	X	X	X	X		2 Floor plans <sup>4</sup>
Exterior Elevations	X	X	X	X		2 Elevations <sup>4</sup>
Door & Window Schedule	X	X	X	X		2 Schedules <sup>4</sup>
Wind Bracing Plan	X	X				2 copies
Energy Compliance Information	X	X	X			2 copies
HVAC Load Calculations	X	X	X			2 copies
Engineered Foundation Plans	X	X				2 Plans <sup>4</sup>
Specifics of Construction	X	X	X	X		2 as applicable <sup>4</sup>
Water/Sewer Tap Receipt <sup>2</sup>	X					1 Copy of Receipt
Park/Roadway Impact Fee Pmt <sup>2</sup>	X					1 Payment
SWPPP	X	X			X	1 SWPPP plans

**Site plan** = Scaled & dimensioned drawings showing property lines; easements; footprint of structure(s); driveways and paving; drainage type; and landscaping.

**Floor Plan** = Scaled & dimensioned drawings showing all rooms w/ specific uses labeled, all doors, windows and walls, existing and proposed, stairs, etc.

**Exterior Elevations** = Scaled & dimensioned drawings showing each primary elevation detailing the exterior wall coverings, etc.

**Door & Window Schedule** = Table listing of number & types of windows & doors complete with rough opening sizes, U-factors, SHGC values & glazing percentages for glazed doors that are located in the "energy thermal" envelope.

**Wind Bracing Plan** = show location and spacing of all "Braced Wall Line(s)" and the type and location of all "Braced Wall Panels"

**Engineered Foundation Plans** = Foundation plans prepared and sealed by a registered professional engineer, the plans must contain the address & legal description of the property.

**HVAC Load Calculations** = ACCA Manual J, prepared & signed by licensed ACR Contractor

**Specifics of Construction** = Any additional clarifying information that is necessary to provide an adequate plan review; such as spray foam insulation, Insulated Concrete Form type construction, steel construction, etc (other than conventional).

**SWPPP Plans** = For details on the type of Storm Water Prevention Plan and the information required see [http://www.arlingtontx.gov/planning/engineering\\_forms.html](http://www.arlingtontx.gov/planning/engineering_forms.html)

**Energy Compliance Information** = For REScheck, Energy Star or IC3 approach, provide compliance report and supporting documentation, for prescriptive approach, provide information on plans.

**NOTE:**

1. Homeowners may only perform remodels to existing homes as a registered "Homeowner contractor."
2. All Impact fees must be paid before the permits may be issued.
3. These are minimal requirements. Additional information may be required based on reviews.
4. One copy of the site plan, floor plan, elevations, door & window schedules, energy code worksheet, foundation plans and specifics of construction shall be assembled as a set.
5. Each sheet of the submittal package must contain the address & legal description of the property.
6. Before the permit may be issued, 1 electronic copy of approved plans and 1 paper copy of approved plans must be submitted.
7. DO NOT include interior elevations, cabinet details, boiler plate foundation/framing information that is not job specific.

