

## PLAN SUBMISSION CHECKLIST

Revised 02/25/08

### New 1, 2 or 3-Family Dwellings

- ❑ 2 Complete sets of plans, dimensioned and drawn to scale (pref. ¼"), containing a minimum of:
  - ❑ Foundation Plan-must show all post & pad locations & sizes; beam locations, sizes & types; and, may contain the first floor framing information as stated below (first floor joist/beam information identified on the foundation plan).
  - ❑ Floor Plan(s) for ALL floors that have living and potential living area (including unfinished attics/bonus rooms). All room uses must be labeled and all window & door openings must be shown and sizes of each indicated. Floor framing information for the floor directly above may be shown on floor plans (second floor joist/beam information identified on the first floor plan).
  - ❑ Wall bracing information for all levels of the building that are wood-frame construction. Plans must indicate the method by which the walls are braced, the braced wall lines, the braced wall panel sizes & locations, and the sizes & locations of all wall openings. Include supplemental specifications for any factory-built panel or alternative method (APA) used.
  - ❑ At least two elevations (exterior views). Interior elevations are not needed.
  - ❑ Floor Framing Plans – Must show floor joists size, spacing & direction of span; joist bearing locations; beam sizes & types; and, header sizes & types for all openings in bearing walls which exceed 4'-0" in width. This information may be included on the appropriate floor plans as stated above.
  - ❑ Roof/Ceiling Framing Plans (for all conventionally framed areas)-Must show ceiling joists size, spacing & direction of span and bearing locations; rafters size, spacing & direction of span and bearing locations; hip, valley and ridge beam size, type and bearing locations.
  - ❑ End bearing/structural column requirements (i.e. #, size, species, grade of jack studs) for all headers that exceed 4'-0" in span or that sustain non-uniform loads, all beams, and all girder trusses.
  - ❑ Provide at least one cross section detail from footing through the roof, identifying all framing and material used.

***ALL Plans must be identical and reflect EXACT configurations. DO NOT draw any three-dimensional drawings. Foundation plans, floor plans, and framing plans are to be two-dimensional as viewed from overhead. We do not need drawings of wall framing or any drawings that show every joist or stud, header, etc. Any modifications that have been made to purchased plans must be clear and legible, be in pen, and have any erroneous information removed.***

***We reserve the right to require revisions and/or re-submission of any plans. The plans should not require ANY modification at the time of submission.***

- ❑ 2 Complete sets of truss specifications AND layout (if roof or floor is trussed). A layout will be required for ALL jobs that use more than one truss specification. These must be legible.
- ❑ 2 Complete sets of engineered floor joist layouts (if engineered joist are used). These must be legible, sealed by an Ohio Registered Design Professional, or be accompanied by calculations, for all components that sustain non-uniform floor loads. This office reserves the right to require an Ohio Registered Design Professional's Seal on any I-Joist drawings or specifications as deemed necessary.

- ❑ Model Energy Code (RESCheck) report. This is available from your insulation contractor, or you can generate your own by visiting [www.energycodes.gov](http://www.energycodes.gov). The report must indicate compliance with the 2006 International Energy Conservation Code (IECC) (effective 01/01/09).
- ❑ Calculations or letter/plan sealed by an Ohio Registered Design Professional for all structural elements that fall outside the prescriptive requirements of the RCO, such as LVL members, steel beams, non-uniformly loaded wood beams or headers, floor joist, ceiling joist, or rafter size or spacing that is outside the prescriptive requirements of the RCO, etc.

### **Additions/Alterations**

- ❑ 2 Complete sets of plans, dimensioned and drawn to scale (pref. 1/4"), containing the same minimum information described above.
- ❑ Plans should also contain complete floor/framing information for existing structure if any load-bearing walls are being moved or removed, if the existing structural framing is to be altered, or if any existing room uses is changed.

Walls for additions or alterations should be drawn as follows:

	Existing Walls To Remain
	Existing Walls To Be Removed
	New Walls

### **Detached/Attached Garages**

- ❑ Plan drawn to scale, dimensioned, and showing all window & door locations and sizes, and header size & type over all openings which exceed 4'-0" in width. Plans must also indicate the direction of span and type of roof framing (i.e. engineered trusses, 2"x \_\_\_" rafters and ceiling joists @ \_\_\_" o.c., etc.). An arrow should be drawn on the plan to show the direction of span of the roof/ceiling framing, with the specific sizes/types of framing written above the arrow.

#### Monolithic Slab or Continuous Footing:

- ❑ Cross section from footing through the roof

#### Post/Pole Barn Construction:

- ❑ Post/Concrete Pad Plan from overhead showing all post and concrete pad sizes and locations. All elements must be dimensioned.
- ❑ Cross section from bottom of pad through the roof, showing pad & post size, header/girder size, roof framing, wall purlins, method of attachment of these elements, etc.

### **Decks & Porches**

- ❑ Plan drawn to scale and dimensioned, showing all post & pad sizes and locations; size & type of beams spanning between posts; size, type & spacing of floor joists.
  - Provide a cross section from footing through the top of structure, identifying all framing members, method of attachment to post, and method of attachment to the principle structure.
  - When constructing a covered porch, plans must also indicate size, type & spacing of ceiling joist/rafters or trusses, and the supporting headers. Also, a floor plan of the existing structure, identifying all existing and new openings in the exterior wall and header size and type above the openings, must be included when the roof bears onto the existing wall(s). Provide a cross section from footing through the top of structure.