

RESIDENTIAL ADDITION SUBMITTAL STANDARDS & CHECKLIST

Use this application type when

- ◆ Footprint of existing home will be increased.
- ◆ Construction inside garage space will result in increased livable square footage.
- ◆ Basement is being added to existing home, and scope of work results in additional livable space.
- ◆ Existing unfinished basement is being finished to increase livable space.
- ◆ Garage attached to home is being expanded or added.

Submittal Standards

File Naming Standards allow for easy identification of drawings by naming convention: vector file types such as .PDF facilitate the most efficient viewing of documents. **Plans must be submitted in PDF Format.** Files must be print ready, i.e. setup properly for printing with title block, no data outside the print page area, etc.

Submittal Checklist

Applicant	Description
	Site Plan – Must show the sidewalk and dimensional setbacks from the back of sidewalk to the structure. A note stating setbacks are measured from the back of sidewalk is acceptable. Site plan shall show the driveway and dimensional width. If any fence is proposed show on the site plan or a separate permit will be required.
	Foundation Plan
	Floor Plan
	Roof and Floor Framing
	Elevations
	Wall Bracing.
	Wall Sections Details

Submittal File Naming Requirements

Drawing file name must include the first characters of the discipline name, followed by the sheet number and name. **Resubmittals must use the EXACT same file name as the original.**

File Naming Examples for Residential Projects

Discipline	Sheet ID	Sheet #	Example File Names
Site Plan/ Cover	NA	NA	Site Plan
Foundation	NA	NA	Foundation
Floor Plan	NA	NA	Floor Plan
Elevations	NA	NA	Elevations
Roof Framing	NA	NA	Roof Framing
Sections/Details	NA	NA	Sections/Details
Wall Bracing	NA	NA	Wall Bracing
Floor Framing	NA	NA	Floor Framing