

# RESIDENTIAL REMODEL SUBMITTAL STANDARDS & CHECKLIST

## Use this application type when

- ◆ Structural changes are being made to inside of existing home.
- ◆ Structural changes are being made to inside of existing other structure, such as detached garage, that will not result in livable space being added.
- ◆ Windows are being replaced or modified.

## 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.

- ◆ All plans must be submitted in Landscape format in the horizontal position & each sheet must be a different file.
- ◆ All plans need to be drawn to scale.
- ◆ All plans must have a space reserved in the upper left corner for City Approval stamps.

## Submittal Checklist

Applicant	Description
	Site Plan showing the house on the lot
	Floor Plan showing existing conditions, and proposed changes
	Roof and Floor Framing (if scope of project includes these elements)
	Elevations (if exterior of home is impacted with this remodel)
	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