Guidelines for Preparing Plans

Certain projects require plans to be submitted with the permit application.
- Submit two sets – one set will be returned to you with your copy of the permit
- Keep the stamped plans at the work site during all inspections

Owner can draw the plans IF:
- the property is owner-occupied
- the plans show details and are of sufficient clarity to determine code compliance

Bath renovation – Draw the layout of the room showing the location of the fixtures and window(s). Indicate the location of any electrical devices being added (lighting, fan, receptacles, switches) and which are GFCI. If installing a new bath, include a plumbing riser diagram to show the stacks/venting and type/size of piping being used.

Deck – Plans should contain footing depth, size and spacing; joist size and spacing; rail height and spacing; stair details (riser quantity and height, tread depth, graspable handrail).

Gas piping – Submit a diagram showing the start and stop points of the gas line, and the distance, type and size of the gas line. Indicate above ground or below.

Kitchen renovation – Draw the layout of the room showing the location of the fixtures and appliances. Indicate any structural changes (walls, doors, etc.) Indicate the location of any electrical devices being added (lighting, receptacles, switches) and which are GFCI. Write the hood vent cfm on the diagram, or indicate if using a microwave for the venting. If moving or adding gas piping or water lines, include a gas diagram or riser diagram, respectively; indicate distances and type/size of piping being used. *Tip:* don't forget the icemaker line, if applicable.

Structural alterations (removing a wall, installing headers, installing doors and windows, etc.) – Show the room layout and where the changes will occur. Indicate size of openings and details of lumber being used. Also show what is above it.