



## Residential Construction Checklist Single and Two-Family Construction

### Application Submittal Requirements

Return all Application Submittal Requirements to the  
Building Inspection office at the City Hall Annex, 305 Johnson Street.

- A completed City of Big Spring Permit Application     A completed Residential Construction Checklist
- 3 complete hard copy sets including a site plan, architectural and structural, plumbing, electrical, mechanical, and foundation plans

The project shall be designed to meet the 2012 International Residential Building Code with City of Big Spring amendments and the 2011 National Electrical Code with City of Big Spring amendments. All required information must be submitted and all contractors must be licensed (if applicable) and currently registered with the City of Big Spring.

Plans shall be prepared by a homeowner, architect, or other approved designer, drawn to a minimum scale of 1/8" or 1/4" = 1' on sheets 11" x 17" to 24" x 36" showing the following:  
(Plan sheets maybe combined)

<u>I</u> (Included)	<u>NI</u> (Not Included; information will be sent at a later date)	<u>N/A</u> (Not Applicable)	
<b>Site Plan</b>			
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Copy of the final (approved) plat or legal description and property address
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	North arrow, scale and plan date
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Dimensioned lot lines and property size
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Dimensioned building footprint with total building area, include all structures on the site
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Building height, number of stories
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Building setbacks to property lines
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Existing and proposed utility lines with line sizes, showing point of connection to City lines
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Existing and proposed easements identified by type
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Abutting/adjacent alleys and street(s) dimensioned
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Existing and proposed drive approaches with dimensions, separation from driveways on adjacent properties
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Existing and proposed sidewalks (on-site and adjacent)
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Location of parking, number of spaces required and provided
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Existing and proposed dumpster locations and enclosure
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Location of nearest fire hydrant
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Floodplain/floodway information, if applicable
<b>Floor Plan and Structural Plan</b>			
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Dimensioned floor plan with use(s) of all rooms and sizes shown
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Provide complete signed and sealed architectural, structural plans and specifications of all work pertinent to the project.



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<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Provide complete signed and sealed architectural, structural plans and specifications of all work pertinent to the project.
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Information pertinent to the structural design including but not limited to design load criteria, if applicable
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Building and wall sections with construction details for all proposed walls, partitions, ceilings and roofs
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Door and window schedules
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Door hardware schedules
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Stair and/or ramp details including guardrail and handrail details
<b>Plumbing Plan</b>			
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Manufactures installation instructions for all plumbing work including a plumbing site plan indicating the routing of sanitary, storm drain and water service piping
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Plumbing fixture schedule
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Underground plumbing and riser diagram including venting to include pipe material(s) and sizing calculations
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Water distribution diagram including all backflow prevention devices to include pipe material(s) and sizing calculations and the incoming water supply, if applicable
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Location of washer, dryer and hot water heater(s) including pressure relief valve discharge, discharge piping and pan details
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Gas meter location and piping layout, if applicable
<b>Electrical Plan</b>			
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Site electrical plan to include service size and location
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Provide electrical symbol schedule and diagrams and lighting fixture schedule
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Provide power floor plan to include all electrical circuits, wiring sizes, panel and sub-panel(s) locations and working clearances, receptacle locations to include required GFCI and arc fault protected circuit locations and disconnect switches
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Provide lighting floor plan to indicate fixture locations including ceiling/exhaust fans, smoke and CO2 detectors, power supply, circuit numbers and panel locations
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Provide single line diagram and panelboard schedule including AIC rating, available fault current and the calculated service load with a load distribution schedule
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Provide specifications and requirements for electrical wiring devices, electrical boxes, connections, fittings and installation, overcurrent protection and grounding, switchboard(s) and panelboard(s), wire, cable, raceway and conduit with fittings, circuit and motor disconnects and motor control centers, hangers and supports, transformers, lighting fixtures, etc.
<b>Mechanical Plan</b>			
<input type="checkbox"/> I	<input type="checkbox"/> NI	<input type="checkbox"/> N/A	Manufactures installation instructions for all heating, ventilating and air conditioning fixtures



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<input type="checkbox"/> I <input type="checkbox"/> NI <input type="checkbox"/> N/A	Complete information on all the mechanical equipment and materials including listing, labeling, installations and compliance with referenced material standards
<input type="checkbox"/> I <input type="checkbox"/> NI <input type="checkbox"/> N/A	Details on the HVAC equipment to include the equipment capacity (BTU/h input), controls, equipment location, access and clearances
<input type="checkbox"/> I <input type="checkbox"/> NI <input type="checkbox"/> N/A	Complete details on the gas piping system, if applicable
<b>Fire Sprinkler Plan: (if applicable)</b>	
<input type="checkbox"/> I <input type="checkbox"/> NI <input type="checkbox"/> N/A	Provide complete signed and sealed plans and specifications for the sprinkler system and related equipment
<input type="checkbox"/> I <input type="checkbox"/> NI <input type="checkbox"/> N/A	Provide description of uses within the building and corresponding occupancy class for each area
<input type="checkbox"/> I <input type="checkbox"/> NI <input type="checkbox"/> N/A	Location and size of all concealed spaces, closets, attics and bathrooms
<input type="checkbox"/> I <input type="checkbox"/> NI <input type="checkbox"/> N/A	Provide design details in accordance with the appropriate sprinkler system standard, as referenced by the IRC and other applicable design standards
<input type="checkbox"/> I <input type="checkbox"/> NI <input type="checkbox"/> N/A	Provide design calculations indicating the discharge requirements of the sprinkler system including the design density, area of application and inside/outside hose stream demand for each occupancy
<input type="checkbox"/> I <input type="checkbox"/> NI <input type="checkbox"/> N/A	Provide results of a current flow test indicating the location, date and witness of the test
<input type="checkbox"/> I <input type="checkbox"/> NI <input type="checkbox"/> N/A	Site plan indicating the overall water supply source and arrangement
<input type="checkbox"/> I <input type="checkbox"/> NI <input type="checkbox"/> N/A	Provide working drawings indicating all pipe sizes and the space between branch lines and sprinklers on the branch line. Hydraulic reference points on the drawings correlated with the hydraulic calculations
<input type="checkbox"/> I <input type="checkbox"/> NI <input type="checkbox"/> N/A	Provide make, model, type and temperature rating and k-factor for all sprinklers also total number of sprinklers on each floor and for each system
<input type="checkbox"/> I <input type="checkbox"/> NI <input type="checkbox"/> N/A	Provide full height section views and location of all interior partitions and horizontal assemblies
<input type="checkbox"/> I <input type="checkbox"/> NI <input type="checkbox"/> N/A	Provide material specifications and equipment specifications for all sprinkler system components including type of sprinkler pipe(s), pipe fittings, control valves, check valves, dry pipe valves, test connections, pipe hangers, backflow preventers fire department connections and alarm bells
<b>Foundation Plan</b>	
<input type="checkbox"/> I <input type="checkbox"/> NI <input type="checkbox"/> N/A	Slab, footing and foundation, show location and size of each foundation and footing structure for each load bearing wall. Indicate the depth into undisturbed soil, the width, the steel placement, type of plate anchors, brick ledge and the proposed finished grade of the earth in each. (Submit using standard architectural details, scale ¼" - 1'-0").
<b>Energy Conservation Code</b>	
<input type="checkbox"/> I <input type="checkbox"/> NI <input type="checkbox"/> N/A	Paper work showing compliance with the 2012 International Energy Conservation Code by using RES-CHECK or the use of compliance software furnished by the energy systems laboratory or other approved compliance software.

**THIS CHECKLIST MUST BE COMPLETED, SIGNED, AND ATTACHED WITH YOUR PERMIT APPLICATION.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date