

Plan Review Checklist

Homeowners/Builders: Please provide **3 sets/copies** of the information required for your residential building project (above the black line below) when submitting an application for a plan review. A plan review is done **before** a building permit is issued and **will not begin** until **all** information "REQUIRED for a Plan Review" is provided.

Administrators: Please check to ensure that **all** items in the unshaded boxes below for the applicable project type are submitted by the homeowner/builder before sending to PBI.

Residential Building Project

	New Home	RTM / Modular / Post-Move	Mobile Home	Addition	Renovation	Bsmt Development	Deck	Garage: Attached	Garage: Detached / Boathouse	Accessory Building	Pole Building
REQUIRED for a Plan Review (A digital copy in pdf can also be e-mailed to PBI) A shaded box means not required.											
3 sets of Site plans											
3 sets of Architectural plans											
Supplier inspection report for structural/architectural											
3 sets of Engineer-stamped Structural foundation designs (site specific)											
Loading on concrete telepost pads or piles											
Wood and/or steel beam sizes											
Geo-Tech report (if applicable)											
PBI Specifications (Mobile, Reno, Bsmt Develop, Deck, Det Garage or Acces Bldg)											
Provide As They Become Available (A digital copy in pdf can also be e-mailed to PBI)											
3 sets of Engineered roof truss design & layouts (site specific)											
3 sets of Engineered floor truss design & layouts (site specific)											
Residential Mechanical Ventilation Design Summary											
Fireplace/woodstove manufacturer's installation specifications											

Example of information required for:

Site Plan – property (lot) dimensions and shape; indicate location of North; building project size and distance from property lines, other buildings on property, easements, driveway, etc.

Architectural Plans – floor plans, exterior elevations, cross section, exit locations, window and door type and size, etc.