



ONE AND TWO FAMILY HOME PLAN REVIEW PROCESS

1. Two sets of plans need to be submitted for review.

Plans should include:

- Floor Plans
- Foundation/Basement Plans
- Elevation Views (Exterior Views)
- Cross Section View
- Site Plan with erosion control plan
- Heated Loss Calcs for any new heated spaces

The building plans need to be drawn to scale, ¼” per 1’-0” is the most common scale.

The site plan also needs to be drawn to scale, and 1” = 20’ is the most common scale.

Link to REScheck for heat loss calculations: <http://www.energycodes.gov>

2. The Plan Review Typically takes 5 working days.

3. Once the zoning permit is issued, the plan review is approved, the permit can then be issued.

Items that are typically missed on plans are:

- Header sizes
- Beam sizes
- Overhead garage door header sizes
- Door sizes
- Window sizes
- Insulation type and R-values
- Incorrect heat loss calculations
- Exterior deck framing information
- Fire rated doors not labeled
- Number of studs on either side of windows to resist wind load for two story open rooms