

# SINGLE FAMILY PLAN SUBMITTAL REQUIREMENTS

Required by Guardian Inspection Service, Inc.

**ALL INFORMATION MUST BE FILLED IN, CHECKED OR MARKED N/A**

- \_\_\_\_\_ Application.
- \_\_\_\_\_ Water permit. (When applicable.)
- \_\_\_\_\_ Sewer or septic permit.
- \_\_\_\_\_ Local Municipal Approval
- \_\_\_\_\_ Site plan or provide setbacks. Be sure to include all structures on the property.
- \_\_\_\_\_ Two (2) full sets of plans. Must be in ink and drawn to scale.

## **The following items, views and details shall appear on all plans:**

- \_\_\_\_\_ 1. Elevation of all sides, including indication of final grade.
- \_\_\_\_\_ 2. Plan with overview of each floor level, with all rooms and spaces labeled and all sizes indicated.
- \_\_\_\_\_ 3. Cross-section view of structure.
- \_\_\_\_\_ 4. Ceiling heights of all floors, including basement.
- \_\_\_\_\_ 5. Window Schedule: including manufacturer, locations with corresponding numbers. Note: Bathrooms without a window require fan/light.
- \_\_\_\_\_ 6. Heat-loss/gain calculations. Indicate heat system and equipment locations.
- \_\_\_\_\_ 7. Water closet, lavatory, tub or shower in compartment with privacy. Show clearances or dimensions between fixtures.
- \_\_\_\_\_ 8. Safety glazing in hazardous locations (example: walls of tubs and showers, within two feet of doors, etc.).
- \_\_\_\_\_ 9. Skylights.
- \_\_\_\_\_ 10. 1-3/8" solid wood, 20-minute fire-rated doors or equivalent between garage and residence.
- \_\_\_\_\_ 11. Openings from garage directly into a room used for sleeping purposes shall not be permitted.
- \_\_\_\_\_ 12. Gypsum separation between the garage and dwelling (must be shown on plans)
- \_\_\_\_\_ 13. 3'-0" x 6'-8" exit door.
- \_\_\_\_\_ 14. Exit access or hallways 3' min. Landings (min. 3' X 3')
- \_\_\_\_\_ 15. Provide porch and deck plans
- \_\_\_\_\_ 16. Stairway details: Minimum width is 3'; Maximum stair rise is 8-1/4"; Minimum tread depth is 9" with 1/4" nosing; Minimum headroom is 6'-8".
- \_\_\_\_\_ 17. Stairway illumination (including exterior stairs).
- \_\_\_\_\_ 18. Handrail details: required at stairs with three or more risers, 34"-38" above the leading edge of step nosing. The handgrip portion of the handrails shall not be more than 2-5/8" in cross-sectional dimension, or the shape shall provide equivalent gripping surface.
- \_\_\_\_\_ 19. Guardrail details: Required for porches, balconies, open sides of stairs, or raised floor surfaces greater than 30" above floor or grade below; Minimum 36" above finished floor at horizontal locations; Minimum 34" above the leading edge of nosing measured vertically at stairs; Opening limitations = < 4" and < 6" at triangle formed by the rise and run of stairs and bottom of guardrail.

- \_\_\_\_\_ 20. Smoke detectors: Locations (one on each floor, one in each sleeping room and in the vicinity of each sleeping room); Interconnected and hardwired with battery back-up provided.
- \_\_\_\_\_ 21. Vapor barrier on warm-in winter side of exterior walls.
- \_\_\_\_\_ 22. Submit Energy Code Compliance information. Provide approval certificate at electric service panel.
- \_\_\_\_\_ 23. Footing: Depth; Size (Width and thickness); Include piers, columns and decks.
- \_\_\_\_\_ 24. Foundations:
  - \_\_\_\_\_ a. Composition.
  - \_\_\_\_\_ b. Means of complying with unbalanced fill heights.
  - \_\_\_\_\_ c. Dampproofing (Example: parging and tarring).
  - \_\_\_\_\_ d. Waterproofing: (Waterproofing is required wherever habitable space is located below grade. Product specifications shall be submitted for approval).
  - \_\_\_\_\_ e. Sill plate to be minimum width of walls above.
  - \_\_\_\_\_ f. Anchor bolts in concrete or masonry wall B show locations
- \_\_\_\_\_ 25. Designate type of backfill material to be used.
- \_\_\_\_\_ 26. Size, location and composition of all columns. Minimum 4@ square wood or minimum 3" diameter steel.
- \_\_\_\_\_ 27. Crawl space:
  - \_\_\_\_\_ a. Vents required within 3' of each corner.
  - \_\_\_\_\_ b. Access opening = 18" x 24".
  - \_\_\_\_\_ c. Minimum 18" clearance from finished grade to floor framing.
- \_\_\_\_\_ 28. Species and grade of all framing lumber. (Example: SPF #2 or better).
- \_\_\_\_\_ 29. Size, spacing and direction of floor joists.
- \_\_\_\_\_ 30. Beams sizes and supports.
- \_\_\_\_\_ 31. Joists under bearing partitions.
- \_\_\_\_\_ 32. Framing of all openings in floors and roof.
- \_\_\_\_\_ 33. Floor sheathing composition, grade and thickness.
- \_\_\_\_\_ 34. Concrete floors:
  - \_\_\_\_\_ a. Thickness is Minimum of 3-1/2".
  - \_\_\_\_\_ b. Strength to be 2,500 PSI min. in basement- 3,500 PSI min. in garage.
  - \_\_\_\_\_ c. Base course to be 4" thick consisting of clean graded sand, gravel, crushed stone or crushed blast furnace slag passing a 2" sieve.
  - \_\_\_\_\_ d. Vapor barrier (Including attached garages).
  - \_\_\_\_\_ e. Radon piping should be placed under basement floor.
- \_\_\_\_\_ 35. Interior and exterior wall stud sizes, grade and spacings.
- \_\_\_\_\_ 36. All headers: composition, location and sizes.
- \_\_\_\_\_ 37. FHA or solid masonry at top course of change in thickness of masonry. (Example: brick ledge).
- \_\_\_\_\_ 38. Interior wall covering. (Example: 2" gypsum).
- \_\_\_\_\_ 39. Exterior wall covering (paper if required) (example: vinyl, brick, wood, etc.)
- \_\_\_\_\_ 40. Roof framing:
  - \_\_\_\_\_ a. Size, spacing, and direction of all rafters.
  - \_\_\_\_\_ b. Size, spacing and direction of all ceiling joists.
  - \_\_\_\_\_ c. If trusses, add note to plans: truss specification sheets and

layout/placement diagram shall be on site at time of rough framing inspection.

\_\_\_\_\_d. Pitch of all roofs.

- \_\_\_\_\_41. Roof sheathing: Composition, Grade, Thickness, Blocking or AH@ clips.
- \_\_\_\_\_42. Attic ventilation. (Example: Ridgevent and vented soffit).
- \_\_\_\_\_43. Attic access for any roof space greater than 30@. Minimum opening is 22@ x 30@
- \_\_\_\_\_44. Roof covering, including felt paper if required. (Example: fiberglass, slate, metal, etc.)
- \_\_\_\_\_45. Chimneys and fireplaces:
  - \_\_\_\_\_a .Locations
  - \_\_\_\_\_b. Masonry or factory built.
  - \_\_\_\_\_c. Footing size and thickness (If applicable).
- \_\_\_\_\_46. Basement: Finished or Unfinished
  - \_\_\_\_\_a. Finished B must provide drawing of finished areas B provide total square footage to be finished\_\_\_\_\_sq. ft.
  - \_\_\_\_\_b. Unfinished B storage only: Note on plan
- \_\_\_\_\_47. Indicate basement means of egress method.
- \_\_\_\_\_48. Provide electrical service load calculation and designate service size. See Table E3502.2

This document has been developed to aid you in the plan review process. It is very beneficial to the permit applicant to include as much information as possible when submitting plans for your building project.

**THIS COMPLETED FORM MUST BE TURNED IN WITH PLANS**

POLICY GUIDELINES for MANUFACTURED STRUCTURAL COMPONENTS  
for RESIDENTIAL 1 & 2 FAMILY USE  
as REQUIRED by Guardian Inspection Services, Inc.

NOTE: When manufactured structural components are proposed to be used in a construction project, existing codes do not address requirements regarding size, span or loading of specific structural members. In order to insure that the loading of all structural elements are within accepted levels, the following administrative guidelines have been developed to address the structural components that are not addressed in existing codes.

PURPOSE: This administrative policy guideline is to clarify when calculations and registered design professional seals are required for structural components used in the construction of one and two family residential buildings.

Manufactured Component Requirements

A registered design professional's seal will be required on construction plans or on written letter to address the following manufactured building components when used for structural applications in one and two family residential buildings prior to the submission of construction plans for a building permit:

1. Steel beams, steel headers, steel lintels and steel columns.
2. Field assembled wood beams that include plywood or steel.
3. Manufactured foundation systems.
4. Light gauge steel wall, floor or roof systems.

Manufacturer Shop Drawings and Installation Procedures

Two sets of Manufacturer shop drawings and installation procedures must be submitted when using the following:

5. Manufactured wood beams and girders.
6. Roof and floor trusses.