

SINGLE FAMILY PLAN SUBMITTAL REQUIREMENTS

As required by Bureau Veritas North America, Inc.

Drawings must include all information on this form. Each item should be checked off and this form must be returned with drawings.

- 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 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 3/4" to 1-1/4" 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 – 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: 1/2" 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 “H” 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 – must provide drawing of finished areas – provide total square footage to be finished _____ sq. ft.
 - ____ b. Unfinished – 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

Revised 7/26/07

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:

1. Manufactured wood beams and girders.
2. Roof and floor trusses.

3/20/06