



Plan Review Checklist

- ☐ Site Plan - showing distances to property lines and existing structures on site
- ☐ Floor Plan - Showing names and sizes of all rooms
- ☐ Footing detail - must include depth below frost line, thickness, width and rebar
- ☐ Foundation - type of wall, waterproofing, footer drain, and anchorage of sill plate
- ☐ Roof Construction – rafters, ceiling joist size and spacing, truss location and spacing, sheathing thickness, roof covering, and underlayment
- ☐ Wall section details from footer to the roof
- ☐ Location sizes of all support beams
- ☐ Floor Joist size and spacing
- ☐ Sizes and locations of all doors and windows
- ☐ Locations of all smoke alarms
- ☐ Insulation values for all walls, ceilings, floors, and basement walls
(Minimums: R20 walls, R38 ceiling, R30 floors, R10 basement walls)
- ☐ Stair Details
(Stair riser 8¼" max / tread 9" min / guards 34" min / handrail 34" – 38")
- ☐ Electrical Plans - must include complete electrical floor plans for each floor, must show size and location of the main electrical service equipment and all sub-panels with wire sizes, location of all outlets, switches, light fixtures, smoke detectors, and special outlets. All required GFCI and AFCI devices must be marked. Detail all aspects of grounding, including ground rod, water line ground, etc.
- ☐ Plumbing plans – must include complete plumbing floor plans for each floor, must show all sizes and locations of piping and materials being used for sanitary, domestic water, and all gas piping. Show all points of connection to water, sewer and gas lines, identify each plumbing fixture and provide details of water heaters and expansion protection.
- ☐ HVAC plans – complete mechanical floor plan for each floor showing duct layout, and sizes with required insulation R-Values, location of mechanical units, specifications on all equipment to be installed.

For Mobile / Modular home installation, in addition to site plan:

- ☐ Pier Prints – a copy of the required positioning and sizes for piers
- ☐ Installation instructions – Two (2) copies of complete manufacturers installation instructions. One is to be submitted with application and one to be kept on site until Certificate of Occupancy is issued.

*A registered and licensed installer must be used.

All manufactured structures need to be anchored to manufacturers specifications before Certificate of Occupancy will be issued

The following inspections will be required:

Footer
Foundation
Framing and Masonry
Wallboard
Electrical
HVAC
Plumbing

Please call 724-503-4125 to schedule inspections. All inspections will be scheduled within 2 business days.

For home deck construction, in addition to site plan:

*For construction of any deck 30" or more above grade, a building permit is required.

- ☐ Drawings must show all deck construction including materials, beams, and planking.
- ☐ Footer or pillar specifications must be shown.
- ☐ Railing height and spindles must be shown.
- ☐ Any steps and railings must be shown.

A minimum of 2 inspections will be required.

Footer / Pillars
Final inspection

Please call 724-503-4125 to schedule inspections. All inspections will be scheduled within 2 business days.

