

RESIDENTIAL PLAN REVIEW CHECKLIST

2018 IRC, 2018 IECC & 2017 NEC



★ **Checklist required at time of submittal.**

Job Information

Property Address:	Suite #	Contractor:
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Single-Family
 Townhome
 Duplex
 Remodel
 Addition
 Other

Submittal Requirements

The following documents must be submitted with application when submitting hard copies:

- Building Permit Application (3 copies)
- Plan Review Checklist (1 copy)
- Construction Plans (3 sets)
- Plan Review Fee (*nonrefundable, additional permit fee is due at issuance of permit*)
- Erosion Control Design Plan (3 copies) - ONLY if conducting any land disturbing or construction activities with the below requirements:
 - On property with an area of more than one (1) acre, or;
 - On property with an area less than one (1) acre that constitutes more than 50% of the site

****One copy of each can be submitted Online via the citizen Self Service Portal located at**
<https://energovweb.cityofallen.org/energov/selfservice/home>

Check which of the following has been included: **Y / N**

- 3 sets of Builder Plans (minimum 1/8" scale, folded not rolled) include Design Plan and Engineer Design Plan
- 3 Plot Plans (detached from Builder Plan, minimum 1" to 30' scale)
- 2 Foundation Letters
- 3 sets of foundation drawings stamped by a Professional Engineer registered in the State of Texas
- Completed Residential Energy Code Compliance Form (with signature)
- Energy Check Report (with signature)
- Completed Construction Site Waste Consent Form
- Completed Model Home Affidavit (if applicable)
- Minimum masonry product coverage specified on plan submittals
- Site specific soils report
- Foundation design based on site specific soils report
- Specify termite control methods on plans
- Engineered Truss Plan for 2/2.5 story homes
- Floor joist layout over 1 story
- Framing, roof and shear wall plans
- Electric plan with smoke and CO2 alarms shown and concrete-encased electrode if required
- 3 sets of Erosion Control Design Plans (qualification based on submittal requirements)

Under the water conservation plan and drought contingency plan there are limits to the use of sprinkler systems. If a new home requires more than two days per week watering to establish new sod or landscape, the contractor/owner must apply for a variance. There is no guarantee the variance will be granted if under the drought contingency portion of the plan. To apply for a variance, visit: cityofallen.org/water-variance. For more information on water conservation, please contact gdonaldson@cityofallen.org.

Applicant's Signature: _____ **Date:** _____

Print Name: _____ **Phone:** _____

By signing this you have agreed that all boxes have been checked and all information has been submitted. Failure to submit all information may delay the review of your permit.