

20.09(5) Plan Submittal Checklist (R. 10/06/10)

This is a checklist for submitting drawings and information when making application for a Wisconsin Uniform Building Permit. It is applicable to the on-site construction of dwellings. In addition, it is necessary to submit adequate information regarding any factory-built portion so that 1) the plan reviewer may analyze any loads (structural, plumbing, electrical, heating, etc.) that are transferred between the site-built and factory-built portions and 2) the inspector may verify proper connection and installation of the factory-built portion in the field.

The asterisked (*) items below shall be provided as a minimum if just a footing and foundation approval is requested initially

Code officials are permitted per s. Comm 20.09 to request additional supporting information for submitted projects in order to determine compliance.

The minimum required two sets of bound drawings must be legible and drawn to scale or dimensioned and include:

- *1. A plot plan showing the location of the dwelling and any other buildings, erosion control and stormwater measures, wells and disposal systems on the property and property lines. For rural areas, include directions for locating dwelling. See UDC Appendix for additional information.
2. Floor plan which shows the size and locations of:
 - A. Rooms
 - B. Doors
 - C. Windows including safety glazing by doors, stairs and tubs & showers.
 - D. Room use
 - E. Structural features - size, species and grade of lumber or other structural material for braced wall lines, joists, beams, rafters, trusses, headers, studs (including tall wall details), and columns; strength, thickness, and reinforcement (if any) of concrete for footings, foundations, floors and any other concrete work; height and thickness of concrete and/or masonry construction. Include structural calculations if not designed per the UDC tables or provide manufacturer's tables.
 - F. Braced wall plan, including the location and construction details of the braced wall lines and braced wall panels in those lines.
 - G. Exit passageways (hallways) and stairs (including all stair dimensions - riser height, tread width, stair width, headroom and handrail heights)
 - H. Fire separation between dwelling and garage and between dwelling units
 - I. Plumbing fixtures (bathroom, kitchen, etc.) - lavatory, water closet, water heater, softener, etc.
 - J. Location of any exhaust fans to be installed
 - K. Any masonry chimneys
3. Elevation drawings which show:
 - A. Information on exterior appearance
 - B. Indicate the location, size and configuration of doors, windows, roof, chimneys and exterior grade level

4. Cross-sectional drawing which shows (see optional aid for one-story buildings):
 - *A. Exterior grade level
 - *B. Footing and foundation wall sizes, drain tile system and types of materials
 - C. Exterior wall construction identifying materials used (including insulation and vapor barrier)
 - D. Roof construction identifying materials used and spans (including insulation and vapor retarder)
 - E. Floor construction identifying materials used and spans (including insulation, if used)
5. If the building will be heated with other than renewable fuels, then submit either a completed RESCheck (available at www.energycodes.gov) or RemRate energy report or a completed 2009 Wisconsin UDC Compliance Certificate. (If the latter option is chosen, then a separate heat loss calculation for heating plant sizing will be required for the heating approval.) Plans shall show any heated slabs. Ensure that the documentation matches the actual dwelling, especially for modular dwellings that may be supplied with a default energy report that may ignore onsite-constructed conditioned spaces.
6. The following additional information shall be submitted at time of original permit application or for later heating, plumbing or electrical approval (please indicate in your plan submittal what you are applying for initially or for later):
 - A. HVAC approval:
 - i. Heat loss calculation – RESCheck worksheet can provide this
 - ii. Equipment type and capacity
 - iii. Combustion air worksheet
 - iv. Heating supply and return register locations on floor plans
 - B. Electrical approval:
 - i. Electrical Service Load Calculation Worksheet
 - ii. Location of electrical outlets, lights, switches, main distribution panel and smoke detectors on floor plans.
 - C. Plumbing approval: Water Calculation Worksheet for determining the size of the water distribution system.