

## Residential Plan Submittal Checklist



### Required Information

The following checklist will help you submit plans for a residential building permit. Per recent code changes, each project will be checked for compliance with this list. Projects with missing information at check-in will be returned.



636-327-5101

[www.wentzvillemo.gov](http://www.wentzvillemo.gov)

#### 1. Completed Application

- Signed
- Model name and lot number (check site plan)
- Estimated Cost of Construction
- Name, license number of electrician, plumber and HVAC—City Contractor License required
- Miscellaneous work (i.e. decks, finished basement, 3 car garage)

#### 2. Lot Escrow Application

- Application and check to accompany Building Application if Lot Escrow has not already been established.

#### 4. Truss Details

- Details and layout signed by Missouri licensed engineer

#### 5. Site/Plot Plan (one copy drawn to scale)

- Subdivision name
- Lot number and square footage
- Show all flood plain elevations
- Bar scales and True North directions shown
- All dimensions and bearings
- Driveways and sidewalks
- Name, license number, seal, signature and address of surveyor
- Show elevations of all water courses within the property and adjacent properties
- Indicate all easements, building lines, street width, sidewalks and building setbacks from all property lines
- All existing structures including storm water inlets, sewer lines, manholes, shutoff valves, and proposed water meter locations
- Building footprint on lot showing all dimensions around perimeter
- Indicate all cantilevers and roof overhangs of more than 18", balconies, decks, wing walls, porches and other appendage projections
- Number of stories and indication of walkout, lookout or in-grade basement
- Top of foundation, finished floor elevations, pour height and all foundation opening elevation
- Finish grade elevations for each corner of the lot, building, at the driveway entrance, and any inlets
- Use directional arrows to indicate positive drainage from the residence and yard per approved grading plan
- Basement egress shown, not in setback or easement
- Sediment and erosion control measures for the lot (or block of lots if owned by the same entity)
- Required City ERS/Swale notes

#### 3. Building Plans\*

- Drawings shall be dimensioned and to scale
- Plans and notes must be legible
- A square footage tabulation shall be included on the plans and must include 1st & 2nd floor, basement, finished basement, garage & porches
- Notes and details shall be specific to the individual project
- Notes and legends must be keyed to the plan pages detail
- Wall Sections
- Elevations
- Stair Detail
- Footing & Foundation Details
- Floor Detail
- Deck Plans
- Electrical Plan
- Mechanical Layout
- Masonry Wall Detail
- Fireplace Section
- I-Joist Layout
- Egress window well for in-grade basement
- ResCheck or Energy compliance doc if required for multifamily buildings

\* All building plans must include 1 hard set and 1 electronic set that is signed, sealed and dated.