



RESIDENTIAL PLAN REVIEW CHECKLIST



JUNEAU PERMIT CENTER, 4TH FLOOR MARINE VIEW CENTER, (907) 586-0770

This checklist is to assist you in submitting complete plans for new construction, additions and remodeling. (Direct replacement of roofing, siding, electrical circuits or plumbing generally does not require submittal of plans. Please ask if you have any questions.)

HAVE YOU SUBMITTED THE FOLLOWING (if applicable)?

- One set of digital drawings or a physical set to be scanned**
We will supply a copy of approved plans to you when the permit is issued.
- Site plans**
 - lot survey* showing existing buildings and property corner monuments, stamped by a surveyor (not always required on vacant lots)
 - site plan* showing existing and proposed buildings and dimensions to property lines (must be drawn to scale)
- Driveway** location and size, culvert size, distance to side property line
- Site drainage/grading** plan (see separate "Grading and Drainage Checklist")
- Foundation** details showing sizes, depth below grade and reinforcing steel
- Floor plans** with:
 - dimensions* of each room and overall dimensions
 - use* of each room labeled
 - door and window* location and size (label egress windows and show clear opening size, show safety glazing where required)
 - stair* location, size, rise and run dimension
- Elevations** or cross-sections showing vertical dimensions of each floor and roof
- Cross-sections** of foundations, walls, floors and roof with materials and sizes
- Structural details** with beam and joist sizes and spans and engineered truss details and attachments, floor and roof framing plans
- Heating system** type, fuel tank location and size
- Plumbing fixtures** indicated including hose bibbs (see separate Waterline Information Sheet)
- Exhaust fans, crawl space and attic ventilation, attic and crawl space access** indicated
- Electrical lights, panel and meter locations and special outlets** indicated (such as kitchen counters, wet locations)
- Thermal characteristics** with insulation type and thickness, vapor barriers and glazing
- Approval of on-lot water and sewer** by Alaska Department of Environmental Conservation if CBJ water/sewer service is not available on site

NOTE: If any of these items are missing from your submittal, kindly submit them as soon as possible to avoid delays in permit issuance. Acceptance of application may be denied if there is not enough information submitted for review, incomplete applications will not be accepted.