



**1&2 Family  
Plan Submittal Checklist  
New Structures and Additions**

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<b>Address</b>	
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**Please Note:** Two complete sets of plans must be provided. Upon Plan Approval, one copy will be returned at Permit Issuance. All plans must be legible, dimensioned and drawn to scale. Please review your plans for completeness, missing or incomplete information may result in delay of Plan Approval and/or Permit Issuance.

**Building Permit Application/Information Sheet**

- Complete the Appropriate Permit Application Form.

**Site Plan Providing:**

- Proposed dwelling, including all exterior dimensions.
- All proposed and/or existing buildings/structures.
- Accessory structures.
- Driveways, patios, decks, fences, and pools.
- Storm drainage grades and drainage features.
- Legibly dimension all setbacks.

**Erosion Control Plan Providing:**

- Location of erosion control measures for sediment control.
- Location of stone/gravel access drive.
- Location of temporary soil storage/stockpile.
- Location of any other planned/required erosion control measures.

Note: A separate copy of the site plan with this information may be used for clarity.

**Floor Plans Providing (size & location of:)**

- Rooms
- Doors
- Room use
- Smoke Detectors
- Windows
- Structural Features: Size, species, grade of lumber and other structural materials used for joists, beams, rafters, trusses, headers, studs, and columns. Structural calculations, sizing charts are required for headers/beams not addressed in the Uniform Dwelling Code span charts.
- Exit passageways, halls and stairs.
- Plumbing fixtures (baths, kitchens, laundry, etc.) – lavatories, water closets, water heaters, etc.
- Chimneys – location, type of construction (masonry, pre-manufactured.)
- Heating Equipment
- Attic, crawl space access
- Fire separation between dwelling units and garages

**Truss Plans Providing:**

- Truss layout indicating how trusses will placed on the structure.
- Truss design plan for each individual style, type of truss (these may be provided at the Rough Framing Inspection.)
- Connection Details if other than standard “hurricane” clips.

**Foundation Plans Providing (size & location of):**

- ❑ Structural features – strength, thickness and reinforcement (if any) of footings, foundations, floors and any other foundation features.
- ❑ Footings
- ❑ Column Pads (calculate size of pad required to carry subject loads.)
- ❑ Wall Construction
- ❑ Beams
- ❑ Dimensions
- ❑ Plumbing Fixtures
- ❑ Service Panel
- ❑ Sump Pit
- ❑ Furnace
- ❑ Rooms (size and use.)

**Elevation Plans Providing:**

- ❑ Dwelling Height
- ❑ Information on Exterior Materials (siding, veneers, roofing, etc.)
- ❑ Location, size and configuration of doors, windows, roof, chimneys and grade

**Cross-Sectional Drawings Providing:**

- ❑ Finish Grade
- ❑ Footing/foundation wall sizes, drain tile system, foundation insulation
- ❑ Exterior wall construction identifying materials used (including insulation, vapor retarder, wall sheathing, studs, interior wall covering.)
- ❑ Stair dimensions – riser height, tread length, headroom, guardrail height, handrail height.
- ❑ Roof construction – type of materials (insulation, vapor retarder, roof sheathing, rafter/truss)
- ❑ Floor construction – type of materials (size, floor sheathing)

**Heat Loss Calculations:**

- ❑ Properly prepared calculations using the current/adopted Heat Loss Standards. Accurate information such as square footage, window areas, doors areas, foundation insulation and other insulation values.