



Plan Review Requirements

Building plans submitted for review must contain applicable standard information plus additional requested information as follows:

Zoning:_____ Occupancy Load/Type:_____ Construction Type:_____

Project Name:_____ E-911 Address:_____

(E-911 Officer Verification Required)

Site Requirements:

	YES	NO	N/A	
1				Original and final contours or elevations.
2				Storm water runoff collection plan including what provisions are planned for roof drains and down spouts. Provide storm drainage calculations.
3				Erosion control plan including location of hay bales/silt fences during and after construction.
4				Location of nearest public storm drainage system.
5				Location of nearest public sanitary sewer.
6				Elevation of the sewer lateral at tie to city sewer.
7				Location of retaining wall with cross-section details.
8				Construction plan submittal requirement sheets by Planning & Zoning.
9				Septic tank location and Health Dept. approval.

Construction Requirements:

	YES	NO	N/A	
1				Four sets and one digital copy of stamped building plans drawn to scale showing foundation, floor, wall, roof section, plumbing, mechanical, and electrical. Plans should show connections to water and sewer utilities or septic tank information. 1. Riser Diagram 2. Grease trap and/or sand trap details. 3. Gas plans should show riser diagram; appliances & BTU demands as well as allowances for combustion and ventilation air make-ups and meter location.
2				Provide a digital copy of the site plan, showing state plane coordinates in an AutoCAD format, Release 14 or greater (you can email Tangi Hill at thill@enterpriseal.gov for E-911 address)
3				Wind load and live load for metal buildings.
4				Architects/Engineers to affix seal on all sheets required and local jurisdiction code reference (2021 ICC, 2020 NEC).
5				Electrical load sheet
6				Water calculations
7				Said use of building (office, warehouse, apartments, auto repair, etc.), occupancy load and construction type.
8				Name and telephone of person to be contacted.
9				Completed application with correct address from E-911 officer.
10				Health department approval letter.

- Allow 14 calendar days for review process.
- Attach one completed copy of this form to each set of drawings.
- Missing or incomplete information may cause a delay in the review process.
- After review, this office will hold plans for 180 days before disposal.

Plan Submitter (print):_____ Signature:_____ Date:_____

Contact Name:_____ Phone:_____ Email:_____