

20.09(5) Plan submittal Checklist (11/23/09)

This is a checklist for submitting drawings and information when making application for a Wisconsin Uniform Building Permit. Apply those portions where the dwelling has onsite construction. Do not apply to the factory built portion that has been approved by another agency.

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 storm water 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 location of:
 - a. Rooms
 - b. Doors
 - c. Windows
 - d. Room use
 - e. Structural features – size, species and grade of lumber or other structural material for Decks, joists, beams, rafters, trusses, headers, studs, 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 designed per UDC or manufacturer's tables.
 - f. The location and construction details of wall bracing on each building side and floor level. The details may consist of the wall bracing compliance worksheet or a legend showing which wall bracing method is used and the lengths or number of braced wall panels and demarcation of the circumscribed rectangles if more than one is used
 - g. Exit passageways (hallways) and stairs (including all stair dimensions – riser height, tread width, stair width, headroom and handrail heights)
 - h. Plumbing fixtures (bathroom, kitchen, etc.) – lavatory, water closet, water heater, softener, etc.
 - i. Chimney(s) – include also the type of construction (masonry or factory built) and rating, if metal.
 - j. Heating equipment and the location of supply and return registers.
 - k. Cooling equipment (central air conditioning, if provided)
 - l. Attic and crawl space access.
 - m. Fire separation between dwelling and garage and between dwelling units.
 - n. Lateral bracing
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.
4. Cross sectional drawings 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 barrier)
 - e. Floor construction identifying materials used and spans (including insulation, if used)
5. Any additional information to help determine compliance with the code, such as:
 - a. Location of electrical outlets, lights, switches, main distribution panel and smoke detectors on floor plans.
 - b. Water Calculation Worksheet for determining the size of the water distribution system.
 - c. Electrical Service Load Calculation.
 - d. Manufacturer's name, model number, and input/output rating of heating appliance(s). Also include cooling appliance if central air is installed (Optional at inspector's request.)
 - e. Size and location of ventilation openings for attics and crawl spaces (can be shown on floor plans or elevation plans) (Optional at inspector's request.)
 - f. Location of any exhaust fans to be installed (Optional at inspector's request.)
 - g. Plumbing isometric plan (Optional at inspector's request.)
6. Either a complete RESCheck (available at www.energycodes.gov) or RemRate energy report or a [completed IECC2009 Compliance Certificate](#). If the latter option is chosen, then a separate heat loss calculation for heating plant sizing is required.