



PLAN SUBMITTAL CHECKLIST
(Code Services)
 (Exception: 1 & 2 Family Dwellings)

M = May be required

O = Not required

N/A = Not Applicable

√ = is required

ITEMS REQUIRED	REMODEL	ADDITION	NEW
BUILDING PERMIT APPLICATION		√	√
All Subcontractors Listed	√	√	√
Contract Price to Include All Subcontractors	√	√	√
ARCHITECT/ENGINEER SEAL ON PLANS & SPECIFICATIONS	M	√	√
ARCHITECT/ENGINEER SEAL FOR CERTIFICATION OF EXEMPTION <i>as per Architectural Exemptions per KSA 74-7031 & Engineering Exemptions per KSA 74-7033</i>	Optional	N/A	N/A
CODE ANALYSIS	√	√	√
Project Description / Scope of Work	√	√	√
Occupancy Classification	√	√	√
Type of Construction	√	√	√
Allowable Area / Actual Area	O	√	√
Allowable Stories / Actual Stories	O	√	√
Design Occupant Load	√	√	√
Number of Exits Required / Number of Exits Provided	√	√	√
Occupancy Separations	M	√	√
Area Separation Walls	M	√	√
Structural Fire Protection: (Fire-rating Assemblies for Walls, Floors, Ceilings, Roofs, Columns, Beams, etc.)	M	√	√
Automatic Sprinkler System, Standpipes, Fire Alarm System, etc.	M	√	√
SITE PLANS	O	√	√
North Arrow	O	√	√
Location of Structure	O	√	√
Lot Dimension / Legal Description	O	√	√
Dimensions to Property Lines	O	√	√
Location of Site Utilities – Gas, Electric, Water, Sewer	O	√	√
Location of Easements	O	√	√
Adjacent Streets & Alleys	O	√	√
COMPLETE ARCHITECT/ENGINEER DRAWINGS	M	√	√
Foundation Plan	O	√	√
Elevation Plan – Front, Side, Rear	O	√	√



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ITEMS REQUIRED	REMODEL	ADDITION	NEW
STRUCTURAL PLAN	M	√	√
Design Loads – Floor, Roof, Wind, Exposure & Seismic	M	√	√
Roof Plan	O	√	√
Details / Sections	M	√	√
Fire Rated Wall & Ceiling Assemblies – Method & Location, Fire resistance integrity for penetrations	M	√	√
Door Schedule – Rated & Non-Rated	M	√	√
Door Hardware Schedule / Specifications	M	√	√
Restroom Elevations	M	√	√
ADA Compliance	M	√	√
Floor Plan – Denote Use of Each Room	√	√	√
Building Certification Letter from Building Manufacturer for Pre-manufactured / Engineered Buildings	O	√	√
ELECTRICAL PLAN	M	√	√
Electrical Riser Diagram	M	M	√
Existing or New Service Location / Size & Grounding	M	√	√
Panel Board Schedule / Circuit Location / Type & Size of Conductors & Raceways	M	√	√
Exit / Emergency Lighting	M	√	√
Floor Plan for General Wiring & Lighting	M	√	√
Outdoor Lighting, Signs, Parking Lot, Stairs, Landings, etc.	M	√	√
PLUMBING PLAN	M	√	√
Plumbing Floor Plan, Location of Plumbing Fixtures, Type, Size & Location of Piping (water, gas, drain, waste & vents)	M	√	√
Plumbing Fixture Schedule	M	√	√
Riser Diagrams – Pipe Size for DWV, Water, Gas, Storm Drains (roof drain) and / or Other Miscellaneous Piping. Ie: Medical Gas	M	√	√
Specialty Piping & Devices: Type, Size & Location (Ejectors, Grease & Sand Traps, Interceptors, Valves, Backflow Prevention Devices, etc.)	M	√	√



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ITEMS REQUIRED	REMODEL	ADDITION	NEW
MECHANICAL PLAN	M	√	√
Appliance Schedule – gas / electric	M	√	√
BTU Ratings of All Gas Fired Appliances – Existing & New	M	√	√
Duct Work Size & Location	M	√	√
Hood Location & Specifications, Duct Rating & Construction Method	M	√	√
Combustion Air Opening Size & Location	M	√	√
Exhaust Fan Location	M	√	√
Fire, Smoke & Combination Damper Location	M	√	√
Vent Termination Location	M	√	√
STORMWATER MANAGEMENT PLAN PER CITY ENGINEER	O	√	√
WITHIN STATE HISTORICAL SOCIETY BOUNDARY PER ZONING	√	√	√
FLOOD PLAIN BOUNDARY PER ENGINEERING	O	√	√
LYON COUNTY HEALTH DEPT. / SEWAGE SYSTEM (When not within the city limits)	M	M	√