

## **New Residential Submittal Requirements**

Builder shall submit the following:

1. Permit Application with all related information entered in. (incomplete applications may not be accepted).  
\*Construction Documents/Plans for new construction shall be prepared by a registered design professional. Hand drawn plans will not be accepted.\*
2. (2) Full / Complete sets of Plans and plan documents and  
(1) Digital set of plans with all specifications and plans including:
  - Elevation plans
  - Roof plans
  - Site plan
  - Framing detail with structural specifications
  - Res-check, IC3 or similar documentation, or energy/insulation detail document.
  - Mechanical, Electrical and Plumbing plans
  - Engineered foundation design (stamped by design professional)
  - Site/Plot plans shall include the Legal Description (Lot, Block, Subdivision and Lot Dimensions)
  - **Required documents:** Application with information filled out and signed, Site Drainage Acknowledgment, and Utility Agreement
  - Adopted Codes: [2018 I Codes](#), [NEC 2017](#) & [current OUBCC](#) (see Title 10 for detail)
3. If you are adding a fire suppression system (sprinkler) you must provide plans including the type of system. These may be directed to the Fire Department for review.
4. Please include if the structure has a septic system or if you will be using LP gas. LP gas installers must have an endorsement or license for LP gas.
5. Be advised the following are considered separate permits:
  - Irrigation
  - Outdoor Kitchens
  - Swimming pools
  - Patio covers or arbors, not part of the submitted plans
  - Fire suppression systems
  - Water treatment systems
  - Accessory Buildings
  - Fences (if applicable)
6. Residential sidewalks and drive approaches in the City Right of Way must be constructed to the design detail under Residential New Construction Page on our website.\*