



Plan Requirements for One & Two - Family Dwellings

November 2017

PLEASE NOTE: Informational Bulletins should not be used as substitutes for actual codes and regulations. Detailed information regarding codes and regulations can be obtained by calling the Code Administration Division at 307-721-5271.

New Dwellings

One complete sets of plans are required.

- Site plan
- Grading plan with site and building floor elevations
- Legal description of the property
- Floor plans
- Foundation plan
- Framing plan
- Building sections
- Details
- Manufactured component shop drawings for trusses, joists, beams and columns

Additions

One complete sets of plans are required.

- Site plan
- Grading plan with site and building floor elevations
- Legal description of the property
- Floor plans (including existing building)
- Foundation plan
- Framing plan
- Building sections
- Details
- Manufactured component shop drawings for trusses, joists, beams and columns

Alterations

One complete sets of plans are required.

- Site plan (required only if additional floor area is being added or if site is being altered)
- Legal description of the property
- Floor plans

- Foundation plan
- Framing plan
- Building sections
- Details
- Manufactured component shop drawings for trusses, joists, beams and columns

Please note that the information noted above is for illustrative purposes only. Specific design details and plans will vary among projects.

General Information

- All plans must meet the general standard for plans and drawings established by the City. Plans must be fully dimensioned and drawn to scale.
- All plans must show the structural design loads.
- Provide a detailed description of all exterior finishes and fixtures, including colors, where architectural design standards or covenants apply.

Specific Plan Information

Site Plan

See Informational Bulletin #4 for detailed site plan requirements.

Floor Plan

- Show all walls (including demolition), doors, windows, stairs, and other features. For a remodel or addition, show the floor plan of the entire house. Dimensions and details are only required where work is to be done.
- Show the proposed use of each room. Indicate if it is a change of use.
- Width and height of all window and door openings.
- Location of all smoke detectors, exhaust fans, electrical panel locations, plumbing fixtures, heating and cooling equipment and other equipment.

Framing

- Show the size, grade, species, spacing and layout of all floor and ceiling joists and rafters, including detailed information for engineered lumber.
- Show all walls, beams and columns.
- Provide details of all framing connections, including hangers and fasteners.

Wall Sections

- Show an entire cross-section through each different wall from foundation to roof. Identify the location of each wall section on the floor plan.
- Insulation – type, location, and R value of all wall, floor, foundation, slab and ceiling insulation.
- Foundation – size and type of materials, foundation dimensions, sill plates, anchor bolts, reinforcing bars, height of backfill against the walls, height of foundation walls above the ground, and footing depth below grade.
- Walls – size and spacing of studs, sheathing types, weatherproofing and siding.
- Flooring – size and type of flooring and under-layment, and the size, type and spacing of floor joists and beams.
- Ceiling – height of the ceilings, the ceiling materials, and the size, type, and spacing of the ceiling framing.
- Roofing – roof sheathing, weatherproofing, roofing materials, and the size, type, and spacing of the roof framing. Show dimensioned overhangs and specify the roof pitch.

Elevations

- Show all exterior faces of the building. Label each as north, south, east or west.
- All doors, windows, and exterior materials must be shown.
- Show the size and style of each door and window.
- Show the location of the finished grade around the building. Provide the overall height of the building.