



— EST. 2007 —
APPROVED CODE
SERVICES

**Minimum Information Requirements for
RESIDENTIAL Plan Review Requests**

To Our Municipal Partners, Owners & Contractors:

In an effort to serve you in your UCC Code Review Requests most efficiently, Approved Code Services, Inc. requests the following information be included in each packet we receive from you. **Plan Reviews that do not include these important levels of information could be delayed until the packets are complete.**

Basic Data:

- Permit Application:** Municipality form, completed in entirety.
- Authorized Agent Letter:** If applicable.
- Purchase order #/project #:** If applicable.
- Property owner:** Name, Address, Contact Phone number
- Project location:** Street address, City, State and Zip Code, Municipality/Township
- Building Permit #:** if given at time of application.
- Contractor:** Primary Contractor, Full address, Contact person and Phone #'s
- Designer/Architect:** Primary Designer, Full address, Contact person and Phone #'s

Plan Sets:

- All Residential Submittals shall include at least two (2) complete sets of Plans or Drawings which include the following, as applicable:**
- Site Plan:** For New Structures and Additions
- Electrical Plans**
- Energy Information**
- Plumbing Diagram**
- Mechanical Layout**
- Residential Sprinkler Option Letter:** If Applicable.
- Engineered Sealed Specs:** Steel Beams, Lam Beams, Trusses (Residential), any Engineered Structural Element(s)
- Accessibility Plans:** Multi-Unit Residential requiring ADA elements (Townhouses, 4-Units or more)
- Pools – Spas – Hot Tubs:** Manufacturer, Installation Electrical, Safety & Engineering Specs
- Decks:** Attachment Method(s), Footings, Post & Beam sizes, Height above grade, Stair design (Stringer, Tread Depth & Riser Height), Railings, Electrical (lighting, outlets, switches, etc.)
- Fire Protection Systems:** If being provided, Hydraulic Calculations are required with FPS Floor Plans.

Deferred Submittals:

- Planning for deferred submittals, must be Pre-approved by Municipal BCO.**

Thank you for helping us serve you most efficiently! - Approved Code Services, Inc.