New Construction
Single and Two-Family Dwellings

What are the requirements for submitting plans for Plans Review?

Address Certification from MPC
Obtain a certified address from MPC before submitting your plans.

Drawing Scale and Dimension
Drawings must be at a Minimum Scale 1” = 40’. The Minimum Size Drawing is 8 ½” x 11”.

Type of Structure
- Include detailed description of proposed dwelling
- Indicate whether structure is a Site-Built, Modular or a Multi-Sectional house.
  - Modular housing must have state license numbers of the Manufacturer, the Distributor, and the Installer
  - Multi-sectional housing must have the state license number of the Home Dealer and of the Stabilizer

Plot Plan must include:
- North Arrow, Ward, and Lot Number
- Street Name and Distance to Nearest Intersection Right-of-way
- Existing and Proposed Elevations at all Lot Corners
- Major Drainage Features or Elevation Changes
- Existing and Proposed Contours (two-family)
- Sanitary Sewer and Top of Casting Elevation
- Finished Floor Elevation
- Driveway, Dimension and Surface
- Show Required Parking (two-family)
- Setbacks to all property lines
- All existing and proposed buildings on the site
- The site plan shall be a representation of the property in question

Building Plans
- Floor Plan
  - Smoke Detectors
  - Carbon Monoxide Detectors
- Foundation Plan
- Framing Plans for floors, ceiling, and roofs
- Wall Section including Insulation Basic Wall Framing Foundation/Footer Detail Roofing Details
- Elevations
- Deck Framing
- Radon Remediation Plans

Number of Copies
Submit four (4) copies of Site Plan & two (2) complete sets of house plans.

Supporting Documentation
Submit copy of Worker’s Compensation Certificate if required

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