



Development & Regulatory Services  
**Building Department**

**POST-DESIGN CHECKLIST FOR RESIDENTIAL  
CONSTRUCTION & OTHER PART 9 BUILDINGS**

**Building Permit Purpose:**

\_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

COMPANY: \_\_\_\_\_ PHONE #: \_\_\_\_\_

DESIGNER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Date: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

- Completed Pre-Design Checklist
- Seismic Part 9
- Seismic Structural Engineer
- Sprinklered
- Non-Sprinklered

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**Site Plan**

- Zoning compliance summary
- Code compliance path (future)
- North arrow
- Correct lot with dimensions
- Proposed building location and dimensions
- Location of all existing buildings
- Zoning setbacks
- SRW/Easements indicated
- Watercourses /setbacks from
- Location and dimensions of driveway
- Finished grade elevations at corners of building and lot
- Retaining wall locations and proposed heights
- Deck, stairs and sidewalk locations
- Projections/cantilevered areas indicated
- General notes review

**Foundation Plan**

- Footing sizes/locations
- Wall sizes/heights
- Damp proofing
- Insulations values
- Slab/skim coat assemblies
- Rainwater and footing systems listed/compliant

## Floor Plans

- Truss layout (Location and reactions of point loads)
  - Joist spans/sizing
  - Beam/Lintel sizes
  - Large span lintels (bearing to foundation)
  - Bearing for point loads to foundation
  - Landings (where required and sizing)
  - Stairs (rise/run/tread/headroom)
  - Door sizes
  - Hallways (minimum sizing)
  - Handrails (location/compliance)
  - Guards (location/compliance)
  - Ceiling heights
  - Windows (bedrooms/baths)
  - Smokes/CO's (locations)
  - Window wells (sizing/protection)
  - Attic/crawl access (indicated/sizing)
  - Fire separations (rating/construction/compliant listing)
  - Exterior wall rating/construction
  - Protected soffit locations/alternate roof venting
  - Egress/Exits
  - Plumbing fixture locations
  - Use of rooms (labeled)
  - Solar hot water indicated
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- Completed Seismic Checklist

## Elevations

- Spatial Calculations (shown/correct)
- <2.0 meter limiting distance requirements
- Consistent window and door locations/sizing with floor plans
- Code compliant exterior building materials
- Building and floor heights/elevations (MBE/Flood) (see cross section)
- Guards (locations/compliance)
- Stairs (rise/run/tread/headroom)
- Lot grading

## Cross Section

- Foundation/wood frame wall heights
- Protected soffit detail
- Consistent listings with floor and foundation plans
- Crawlspace / attic venting
- Framing design of areas

## Construction Assemblies

- All required assemblies listed
- Code compliant materials
- Correct materials for location

