The following sample plan constitutes a complete set of plans. At a minimum, you must submit:

a. Elevations from all sides.

b. A floor plan for each floor. (Include lofts and basements) all door and window sizes and their locations must be show on floor plans.

c. A section plan through all bearing walls and beams. (It may be necessary to submit more than one section plan.)

d. A footing and foundation plan.

e. A floor framing plan. (If you will use engineered “I” joists be sure to specify the manufacturer, series, depth and spacing of the joists.)

f. A roof framing plan. (If you will use engineered trusses, the plan may not need to be submitted with the application, but must be submitted prior to erecting.) At a minimum, the original submittal must show roof pitch, eave overhang, and beam sizes. (If any.)

Though not required, an energy plan is helpful. Typically, all floors must be insulated to R-30, all walls to at least R-21, all flat ceilings to R-38, or R-49 all vault ceilings to R-30, or R-38, and the windows must have a U-factor around U.30. (Or lower. The lower the U-factor, the more efficient the window is.)

It is important that the plans correlate with one another, and are consistent. (For instance, if the floor plan shows a 6040 window, then the corresponding elevation must show a 6040 window in the same location). When referencing windows and doors, always reference the width first. (A window that is five feet six inches wide, and four feet tall would be shown on the plans as a 5640.)

The plans must be drawn to scale based on the scales provided on an architect’s ruler (3/32”, 1/8”, 3/16”, 1/4”, 3/8”, 1/2”, 3/4”, 1”, 1 1/2”, and 3” equals 1 foot.) and the plan scale must be shown on each page, or detail. 1/4” per foot typically works well for general drawings. Plans drawn to other than the scales mentioned above will not be accepted unless submitted by an engineer.

If you can’t provide at least the minimum plans listed above, it may be necessary for you to employ an architect or other design professional.

It is a good idea to draw and submit the floor plan first for a brief review. Most things are possible, but some might not be feasible. If you decide to make changes to the plan based on ramifications of the codes, you will not have to make corrections to the elevation plans. (It is common for windows to be moved, decreased or increased in size, or removed because of safety glass, or energy code concerns.)
front elevation

scale 1/4" = 1'
rear elevation

scale 1/4" = 1'
left elevation

scale 1/4" = 1'