



# Code Administrators, Inc.

Plan Review ~ Code Inspection ~ Code Consulting ~ Code Education ~ Code Development  
York Lancaster

4184 Lincoln Highway • York, PA 17406  
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4340 Oregon Pike • Ephrata, PA 17522  
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## PLAN SUBMITTAL GUIDE FOR RESIDENTIAL NEW CONSTRUCTION

### PERMIT APPLICATION

The first step in the permit process is to completely fill out the appropriate Zoning, Use and/or Building permit applications.

- Submit the following along with the permit application:
  - ✓ 3 copies of a site plan, floor plan and cross section with specifications.

The site plan is for zoning review while the office of the building official reviews the floor plans, cross sections and specifications. One set of complete plans will remain at the office of the building official in order to make the inspection process easier, while the second set of plans will be returned to the applicant. Plans returned are to remain on the job site until final inspections have been completed. The third set of plans is retained at the building official's office until the project has had and passed a final inspection.

### GENERAL PLAN REQUIREMENTS

*Scaled drawings – Scale shall be indicated on each plan.*

*Provide full cross cut sectional drawing of each different area to be constructed.*

- Identify the use of all spaces
- Indicate dimensions of all areas (including rooms, stairways, hallways, doors, etc.)
- Indicate all interior and exterior bearing walls by highlighted or hatching such areas
- Provide complete beam schedule with minimum bearing requirements and support columns.
  - ✓ (Manufacturer's engineering is required for the manufactured beams selected)
- Indicate floor joist size and spacing and direction, span and type of lumber for all areas
- Label all applicable items to match their respective schedules (i.e. beams, columns, windows, doors)
- Provide complete window schedule, included with manufacturers name, catalog number, location, size and type
- Glazing – label all hazardous glazing locations
- Indicate fire separation between garage and residence. Include drywall and opening protection specifications
- Location of smoke detectors:
  - ✓ Each sleeping room
  - ✓ Each level of house
- Provide location of access panels for:
  - ✓ Attics
  - ✓ Crawl spaces
  - ✓ Whirlpool motors
  - ✓ Mechanical equipment
- Location of direct-vented bathroom ventilation
- Identify fireplace location, footing size and thickness, width of hearth, firebox depth, clearance to combustibles, and construction type: Include brand and model number for pre-manufactured units
- Handrail and guardrail locations for all areas
- Skylight locations
- Location of all plumbing, mechanical and electrical equipment



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## CROSS SECTIONS

*Scaled drawings – Scale shall be indicated on each plan.*

*Provide full cross cut sectional drawing of each different area to be constructed.*

*Provide cross sections of unique areas or complex construction details.*

- Footings continuous – size, thickness, depth below-grade, size and location of reinforcement
- Sill plate/Anchor bolts – size, spacing and location
- Transition block location
- Basement/Garage slabs – thickness of concrete and stone base, vapor barrier (6 mil)
- Isolated piers – size, height of backfill, method of dampproofing, type of mortar, and type and location of reinforcement
- Foundation drain – stone, filter type and location of sump pit or daylight
- Crawl spaces-height of framing members above exposed earth, vapor barrier, ventilation and access from floor shall be a minimum of 18" x 24", access from perimeter shall be a minimum of 16" x 24"
- Floor joist members – indicated, size, spacing, span, direction, lumber species, and grade of lumber to be used
- Floor sheathing – thickness and type
- Wall framing details – size spacing
- Wall bracing – corner and intermediate bracing
- Location of all headers, beams and steel lintels to match required schedule
- Ceiling heights – indicate ceiling heights in all areas
- All stairways, rise, tread depth nosing overhang, and headroom (6'8" required)
- Handrails. Indicate handrail(s) mounting height and graspability (cross-dimension maximum) include connection or termination detail to post or wall
- Guardrails – indicate height and spacing for raised floor surfaces above 30"
- Interior finish on wall and ceilings
- Brick/stone veneer/stucco
  - ✓ Sheathing paper
  - ✓ Masonry tie type and spacing
  - ✓ Weephole location/weep screed
  - ✓ Flashing details
- Exterior wall covering, insulation, moisture barrier
- Cross Ventilation – type of system and location
- Roof pitch
- Engineered/Manufactured Roof Systems; Drawings to include: size, spacing, span, direction, bracing, and pitch of roof
- Hand framed roof members include size, spacing, span, direction, pitch of roof, collar ties, species, and grade of lumber to be used
- Roof sheathing and finish materials

## FOUNDATION PLANS

*Scaled drawings – Scale shall be indicated on each plan.*

*Provide full cross cut sectional drawing of each different area to be constructed.*

- Indicate all footing dimensions and specifications
- Footings must be continuous
- Indicate all pier pad, column and beam locations, sizes and specifications
- Indicate type and location of any footing or foundation reinforcement
- Indicate sump pit, ejector pit, and plumbing rough-in locations
- Crawl space ventilation locations and sizes
- Location of all plumbing, mechanical and electrical equipment
- Details of beam pocket construction



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## CHIMNEYS & FIREPLACES SECTION

- Footing THICKNESS AND WIDTH
- Ash pit/clean-out location
- Hearth slab details and Reinforcement
- Hearth dimension
- Hearth extension of front and sides of fireplace
- Type and thickness of firebox wall
- Distance from damper opening to throat

## PLAN

- Footing thickness and width
- Clean-out location
- Thimble size and distance to combustibles (wood burning/coal burner)
- Flue liner size and surrounding materials
- Fire-stopping between floors (if applicable)
- Termination above roof
- Steel lintel size
- Clearance to combustibles
- Fire-stopping details between floors (if applicable)
- Combustible mantel dimension above lintel
- Horizontal projection of combustible mantel
- Distance from fireplace opening to combustible trim

## GAS & SOLID FUEL BURNING APPLIANCES

- Provide U/L or other approved listing/information and installation instructions
- Clearance to walls, ceiling, floor and combustibles
- Provide brand and model number on plans at fireplace location
- Sealed combustion or outside air into insulated furnace room

## INFORMATION REQUIRED IF APPLICABLE

- Location of an on lot sewage system
- Location of wells for private water source
- Location of the 100 foot clear sight triangle for all corner lots. Any lot which contains a 100-foot clear sight triangle **MUST** have the following note written on the site plan **“Nothing shall be placed, planted, set or put within the are of the 100-foot clear sight triangle that obscures motorist vision”**
- Location of the 100-year floodplain and the 100-year floodplain elevation
- The lowest floor elevation for lots with a floodplain must be noted on the site plan
- The boundaries of the 100-year floodplain must be field staked prior to any on site construction
- Location of all known wetland areas

All variances and special exceptions must be noted on the site plan, including case number and approved date.



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## TRUSS DESIGN DRAWINGS

(See example drawing)

Truss design drawings, prepared in compliance with Section R502.11.1, shall be provided to the building official and approved prior to installation. Truss design drawing shall be provided with the shipment of trusses delivered to the job site. Truss design drawings shall include, at a minimum, the information specified below:

1. Slope or depth, span, and spacing
2. Location of all joints
3. Required bearing widths
4. Design loads as applicable
  - Top chord live load (include snow loads).
  - Top chord dead load
  - Bottom chord live load
  - Bottom chord dead load
  - Concentrated loads and their points of application
  - Controlling wind and earthquake loads
5. Adjustments to lumber and joint connector design values for conditions of use
6. Each reaction force and direction
7. Joint connector type and description (e.g. size, thickness or gauge); and the dimensioned location of each joint connector except where symmetrically located relative to the joint interface
8. Lumber size, species and grade for each member
9. Connection requirements for:
  - Truss-to-truss girder
  - Truss ply-to-ply
  - Field splices
10. Calculated deflection ratio and/or maximum description for live and total load
11. Maximum axial compression forces in the truss members to enable the building designer to design the size, connections and anchorage of the permanent continuous lateral bracing. Forces shall be shown on the truss drawing or on supplemental documents
12. Required permanent truss member bracing location

**R502.8.2 Engineered wood products.** Cuts, notches and holes bored in trusses, laminated veneer lumber; glue-laminated members or I-joists are not permitted unless the effects of such penetrations are specifically considered in the design of the member.

**R502.11.1 Design.** Wood trusses shall be designed in accordance with approved engineering practice. The design and manufacture of metal plate connected wood trusses shall comply with ANSI/TPI 1. The truss design drawings shall be prepared by a registered professional where required by the statutes of the jurisdiction in which the project is to be constructed in accordance with Section R106.1

**THIS LIST IS A GENERAL GUIDE FOR REFERENCE.  
ADDITIONAL INFORMATION MAY BE REQUIRED BASED  
ON JOB SPECIFIC SITUATIONS.**