

## Permit Success Checklist

### Montgomery County Building Regulations Residential Drawing Standards:

- Submit a copy of the Zoning Certificate if required
- Submit two sets of construction documents
- All drawings must be drawn to a recognizable scale, such as 1/4"= 1'-0" for the floor plans
- All sheets must include the owner's name and project address
- All sheets must include the name and contact information of the person who prepared the drawings
- All sheets must be dated

### Drawing Revisions:

- All revisions must be circled or clouded, in order to see the changes clearly
- All revisions must be dated
- Information which did not change as a result of the revision need not be resubmitted

**Deck, Covered Porch or Screened Porch Drawing Checklist:** *These lists indicate common elements that must be submitted for this project type. Individual projects vary & may require additional information. If unsure of the project requirements, contact Building Regulations.*

#### 1. Site Plan:

- Property Lines
- All site features (drive, well, septic field, etc.)
- All structures (existing and proposed addition)
- Dimensions between structures and property lines
- All easements and setbacks
- Floodplain & floodway boundaries on the property per FEMA FIRM, if applicable
- Topographic information if slope exceeds 1:3 within 40' of building footprint

#### 2. Foundation Plan:

- Location, depth and dimensions of footings
- Concrete cast-in-place footings must be sized for 2,000 psf soil bearing capacity

#### 3. Floor/Framing Plan of each level:

- Floor and Roof framing plan at each level with joist size and spacing, Floor joists must be sized for 40 psf live loading  
Note: If hot tub or spa is to be placed on deck, 100 psf must be applied to that area.
- Connection and flashing detail at house & deck
- Joist hangers
- Header and beam sizes and bearing locations
- Stair details (riser and tread dimensions, balusters, clearances, handrails, etc.)

- Submit roof framing or if pre-manufactured trusses, submit certified truss engineering prior to framing inspection
- Framing plans must be fully dimensioned between posts, beam lines, and include overall dimensions.  
Note: See **Code Enforcement Policy** for details regarding residential roof truss submittals

#### 4. Exterior Elevations:

- All exterior views, including railings and balusters, as required. If roof included, elevation of building being tied into must also be shown

#### 6. Inspections Required:

- Footing inspection when completely prepared, but prior to pouring concrete.
- Floor framing inspection prior to floor covering for crawlspaces and decks less than 48" above the ground.
- Rough electric inspection if applicable.
- Framing inspection before wall or ceiling finishes are applied
- Final electrical inspection if applicable
- Final Inspection when finished