



Development Services Department

Site Plan Submission Checklist

Site Plan Required

An application for a building permit shall be accompanied by a site plan and floor plan for all one- and two-family dwellings, commercial building and apartments five thousand (5,000) square feet or less. Large commercial and apartment buildings over five thousand (5,000) square feet, will require a full set of plans, including plumbing, electrical, mechanical, structural, final topography, MEP site plans, and all architectural and engineering seals. Utility requirements should be noted on all plans.

Minimum Submittal Requirements

1. Sheet size – 24" x 36" (minimum)
2. Vicinity map and north arrow
3. Scale should be largest standard engineering scale possible on sheet (not smaller than one inch = 50')
4. Plan must show dimensions of all property lines
5. All existing and proposed structures with building dimensions and distances from property lines
6. Setbacks as required by zoning
7. On and off-site circulation and access with dimensions, shape, and location
8. Location and width of curbs, draining ditches, sidewalks, and right-of-ways
9. Parking areas with dimensions and adherence to minimum parking requirements
10. For all Commercial and Multiple-Family uses provide landscaping and screening plan
11. Proposed finished floor elevation and top of curb elevations shall be noted
12. Location of existing and proposed underground and overhead utilities
13. All recorded and proposed public easements and dimensions
14. Location of existing and proposed fire hydrants and vehicle lay of hose
15. Title block including:
 - a. Property acreage, address, and legal description
 - b. Name, address, and phone number of property owner
 - c. Date of submittal or drawing

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- Plan review will be completed within ten (10) working days after submission of plans on most applications. Larger projects may take longer.
 - After review, individual permits will be issued for building, electrical, mechanical, plumbing, fire system, and irrigation phases. Each individual contractor shall be responsible for inspection of his work. All plumbing, mechanical, fire system and irrigation contractors must show appropriate state license and proof of insurance. All electrical contractors shall have a current state license and all employees must have property journeyman or apprentice license on job. All extensions, taps, permit fees or deposits shall be paid at the time the permit is issued.
 - All alterations to building layout, electrical, mechanical, plumbing and structural must have amended drawings and city approval prior to construction.
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