



TOWN OF WASHINGTON
BUILDING AND ZONING DEPARTMENT
P.O. Box 667, 10 Reservoir Drive
Millbrook, NY 12545
Phone (845) 677-3419 Fax (845) 677-1195
www.washingtonny.org

RESIDENTIAL PLAN CHECKLIST

This checklist must be completed by the Registered Design Professional. Applications will not be accepted for review until the minimum requirements are met (as listed below and on the permit forms)

Parcel ID: _____

Subject Property: _____

Please check "C" (complete), "I"(incomplete) or "N/A"(not applicable), and include location on plans for each item below.

Building Permit Application	Required Information			Location on Plans	Department Comments
	C	I	N/A	Example: A-100	Department Use Only
Email Address of Owner & Design Professional					
Dept. of Health Required? Yes No					
Soil Test Required? Yes No					
Truss Notification for Truss or Engineered Lumber					
Flood Zone Determination if Located in Flood Zone					
Elevation & Grading (New Dwelling Only)	Required			Location on	Department

	Information			Plans	Comments
	C	I	N/A	Example: A-100	Department Use Only
Plot Plan					
- 11" x 17" (unless data does not fit)					
- Property & Applicant Information					
- Existing & Proposed Grades					
- Proposed Dwelling with Setbacks					
- Drainage Methods					
- Existing & Proposed Utility Connections					
Architectural Plans	Required Information			Location on Plans	Department Comments
	C	I	N/A	Example: A-100	Department Use Only
Original signature & seal of NYS licensed/ registered design professional					
Address & phone # of design professional					
Location map showing the property					
All applicable NYS Codes & Reference Standards					
NYS Registered Design Professional Energy Code Compliance Statement					
Allowable Building Area Calculations, including height, interior alterations, covered porches, etc.					
Window & door schedule with manufacturer, model, sizes, projection factor & calculations, U Value & Glazing					
Table R301.2(1) Climate & Geographic Design Criteria					
All dead loads, live loads and roof loads					
Architectural elevation drawings for each side of structure					
Floor plan for every floor, including basement, with each room labeled and interior access shown					
Foundation Plan including anchor bolt spacing, diameter, embedment					

Comprehensive Strength for concrete (Table 402.2)					
Smoke detectors/ Carbon Monoxide Detectors					
Cross sections & details (including room heights)					
Collar ties & spacing					
Floor joists, ceiling joist, roof ridge beam & rafter spans					
Fireplace Specs					
Structural Plans	Required Information			Location on Plans	Department Comments
	C	I	N/A	Example: A-100	Department Use Only
Method used for structural design (material specific; refer to 2018 WFCM or 2020 RCNYS					
Building components for lateral (shear wall or braced walls) and uplift resistance					
Drawings signed & sealed by a NYS Registered Design Professional for all pre-engineered assemblies including wood roof & floor trusses, cold formed construction, open web steel trusses, canopies & awnings, and pre-engineered buildings					
Mechanical/ Electrical/ Plumbing Plans	Required Information			Location on Plans	Department Comments
	C	I	N/A	Example: A-100	Department Use Only
Building heat/cooling loads, systems & duct sizing or Manuals J,S, &D ; All mechanical equipment must be clearly identified on plans; Specifications including type, power, fuel, capacity, BHP, HP, KW & efficiency					
Whole house ventilation systems (New construction only)					
Plumbing and gas supply risers, sanitary drainage & venting risers with sizes, pitches and quantifying values along with referenced standard sections/ tables					
Energy Code	Required Information			Location on Plans	Department Comments

	C	I	N/A	Example: A-100	Department Use Only
All sections of referenced codes noted as mandatory are to be clearly addressed by the Registered Design Professional on the plans, even if computer analysis is submitted					
Air sealing details & Table R402.4.1.1					
Thermal barrier clearly identified, along with insulation types, thickness and R-Values noted					
Energy Certificate and Energy Certificate Application Statement					

I attest that the construction documents submitted with this building permit application contain the minimum requirements for review as indicated above, and acknowledge that acceptance of this application does not constitute an approval:

Architect/ Engineer of Record: _____
Name Firm Date

Signature: _____

For Department Use Only

☐ **Complete and Accepted for Review**

☐ **Incomplete and Returned**

Building Inspector

Date