



## Residential Building Permit Application - Submittal Requirements

**SUBMITTAL REQUIREMENTS:** *This checklist is provided to inform applicants of the required plans and details for this application type. Please review this list and ensure that your application will be complete and that all required information is provided on your plans.* Plans found to be insufficient at the time of submittal will be returned to the owner/agent for corrections. More information maybe required at the time of review. Should the plan be revised by the applicant either during the review process or after a permit is issued, the time frame for review will begin anew. Additional fees may be applicable. **Revisions are required to be submitted with a Letter of Transmittal for Building Permit Revisions, available on the County's website or application portal.** All the following information is required to be on the plans or general notes, including special conditions.

### Format:

- \_\_\_\_\_ Complete set of plans for each section: architectural, structural, mechanical, plumbing, fire sprinkler, electrical, and material specification
- \_\_\_\_\_ PDF file of the plans including structural, mechanical and electrical. Structural calculations, project manuals and similar supporting documentation shall be submitted in PDF format.
- \_\_\_\_\_ Plans shall be to scale with scale indicated for each drawing; pages shall be numbered.
- \_\_\_\_\_ All pages shall bear owner's name, designer's name, date of drawings, sheet number and description of work shown.

### Special Conditions:

- \_\_\_\_\_ All physical development shall complete a Natural Resources Assessment in accordance with the requirements of LDR Sections 8.2.2 and 5.2.1. A Desktop Checklist, Environmental Review, or Environmental Analysis shall be submitted with the application, depending on exemptions and Tier classification.
- \_\_\_\_\_ Structures within the Wildland-Urban Interface must show compliance with the Fire Marshal's requirements by means of details and/or notes on the submitted plans.
- \_\_\_\_\_ Note that structures greater than 5,000 gross sq. ft. are required to be fire sprinklered.
- \_\_\_\_\_ Structures located within the FEMA, Special Flood Hazard Area shall show compliance with the Flood-Resistive Construction requirements of the IRC.
- \_\_\_\_\_ Plans for structures located in areas subject to seasonal high ground water from spring runoff or irrigation, shall be provided with details showing protection of the structure and all insulation, electrical, plumbing and mechanical systems, from damage due to moisture and/or mold, by licensed design professionals, or shall be slab on grade.
- \_\_\_\_\_ You will be prompted to upload the IWUIC review letter during the application process

### Architectural Drawings (when prepared by a licensed architect, must be stamped and signed):

- \_\_\_\_\_ Cover sheet showing the applicable codes as adopted by Teton County, owner, contact information, legal description and address.
- \_\_\_\_\_ Dimensioned floor plans for each floor, including details for stairs, handrails and guards. Note: guards required for surfaces elevated more than 30" as measured horizontally 36" from the open sides.
- \_\_\_\_\_ Doors shall indicate size and direction of swing.
- \_\_\_\_\_ Show location of smoke and carbon monoxide detectors and note the inter connection.
- \_\_\_\_\_ Provide the size and location of the crawl space and attic accesses. Note: access and a clear path of travel (24" x 30") not exceeding 20 feet in length shall be required to all mechanical equipment located in crawl spaces or attics.
- \_\_\_\_\_ Indicate fire separation for garage walls, ceilings and their supporting elements common to the dwelling unit.
- \_\_\_\_\_ Provide exterior elevations (all sides) of the building indicating existing and final grades.

- \_\_\_\_\_ Interior cross sections showing room ceiling heights and headroom at landings and stairs with rise and run called out on the plans.
- \_\_\_\_\_ Window details showing head and sill height and a schedule showing call-out sizes and indicating which units are required for egress or tempered glass. Egress units shall also be indicated on the floor plans.
- \_\_\_\_\_ Provide details of egress window wells to include size and depth when required. Wells deeper than 44" shall show window swing and a permanently installed ladder.

**Site Plan (Drawn to Accepted Engineering Scale on Sheets):** *Large land parcels should have two site plans showing the property in relation to adjacent land parcels with area to be developed identified, and of smaller scale, showing proposed development and associated structures within 100 feet.*

- \_\_\_\_\_ All site plan requirements for Planning and Engineering are shown including, but not limited to, all easements, all utility locations, water lines, gas tanks, lines and meters, electrical vaults, lines and meters, sewer lines and cleanouts. Buried utilities shall show the depth, bedding, and back fill requirements.
- \_\_\_\_\_ Entire property with dimensions of boundaries and north arrow. Show scale.
- \_\_\_\_\_ Location of existing and proposed structures or additions, including porches, balconies, terraces, walkways, decks, eave overhangs, and chimneys.
- \_\_\_\_\_ Show distances of proposed structures or additions from property lines, right-of-way lines, creeks, streams, rivers, ditches, ponds, and wetlands.
- \_\_\_\_\_ Names of adjacent streets or roads.
- \_\_\_\_\_ Locations of driveway and parking areas. New driveways entering onto a County road or State highway require a County access permit.
- \_\_\_\_\_ Grade lines for slopes of 5% or greater.
- \_\_\_\_\_ Proposed and/or existing location of well, septic tank and leach field as applicable.
- \_\_\_\_\_ Location of wells, septic tanks, and leach fields on adjacent properties if within 100 feet of your property.
- \_\_\_\_\_ Locations of any wetlands on property.
- \_\_\_\_\_ Show landscaping conforming with **Division 5.5** of the Teton County Land Development Regulations.
- \_\_\_\_\_ Location of areas designated for snow storage.
- \_\_\_\_\_ Location of buried utilities located or proposed for site.
- \_\_\_\_\_ Location, height, and type of any fencing proposed.

**Exterior Lighting:**

- \_\_\_\_\_ Provide a site plan depicting all proposed exterior fixtures. This includes but is not limited to, lighting attached to proposed and existing structures, poles, the earth or landscaping fixtures, or any other location.
- \_\_\_\_\_ Provide a manufacturer's product specification sheet for each type of fixture. This shall include details on shielding, maximum lumens, color or Kelvin temperature and light trespass details. This can be individual sheets submitted with the application or inserted on the exterior lighting plan.

**Building Details:**

- \_\_\_\_\_ Indicate the depth of foundation from finished grade to bottom of footing
- \_\_\_\_\_ Show or describe compliance for radon mitigation below living space, including gas-retardant barriers.
- \_\_\_\_\_ Provide wall section(s) showing exterior finish, weather barrier, structural sheathing, building envelope insulation, vapor barrier and interior finished surfaces.
- \_\_\_\_\_ Indicate R-values for roof, walls, floors, crawlspace walls, basement walls, concrete slabs and the window U-value.
- \_\_\_\_\_ Indicate ignition or thermal barriers for exposed foam plastic insulation, if required.
- \_\_\_\_\_ Provide roof/attic and crawlspace ventilation details
- \_\_\_\_\_ Indicate foundation water proofing or damp proofing
- \_\_\_\_\_ Flashing details and/or notes shall be provided for all required locations, *including but not*

*limited to, windows, doors, masonry intersecting with framing, above projecting trim, where exterior walls are intersected by roofs or decks.*

\_\_\_\_\_ Provide location, details and dimensions for ducts and personnel openings in all load bearing walls.

\_\_\_\_\_ All underfloor walls shall have personnel openings with minimum dimensions of 24" in width by 30" in height as measured from top of the footing to bottom of the header. These openings shall not be used for any other purpose.

\_\_\_\_\_ Provide location(s) of draft stopping and/or fireblocking. Also indicate the materials used.

#### **Structural Plans and Engineering Details:**

\_\_\_\_\_ All structural drawings shall bear the name and signed stamp of the engineer of record. Such engineer shall be licensed to practice in the state of Wyoming and shall be licensed for the discipline appropriate to the drawings bearing his/her stamp.

\_\_\_\_\_ Structural drawings shall be accompanied by structural calculations executed by the engineer of record for the project. The calculations shall be submitted in PDF format and bear a digital representation of the stamp of the engineer.

\_\_\_\_\_ Structural Notes shall be included on the drawings and shall include: live loads, dead loads and special loads; ground snow loads, roof snow loads and wind loads; seismic design category; site class; spectral response coefficients  $S_{DS}$  and  $S_{D1}$ ,  $C_s$  and response modification  $R$  and analysis procedure used. Exception: Agricultural buildings open on two sides.

\_\_\_\_\_ All structural plans shall include notes concerning special inspections in accordance with Chapter 17 and contain: required Statement of Special Inspection; Qualification for a Special Inspector; Statement of Contractor Responsibility; required inspections for seismic resistance; and provisions for structural observation when required by the building official or registered design professional.

\_\_\_\_\_ Provide location and details for ducts, plumbing and personnel openings through engineered shear walls and structural members.

#### **Exterior & Interior Stone and Masonry Veneer: *Engineering Required for Veneer over 4 feet in Height***

\_\_\_\_\_ Indicate size, type and location of rock or stone veneer.

\_\_\_\_\_ Details show attachment, support from below and supporting walls in accordance with requirements and limitations of IBC Section 1405 for Seismic Design Category D.

#### **Wood Burning Masonry Fireplace: *Engineering Required unless otherwise approved by the building official***

\_\_\_\_\_ Show compliance for clearance to combustibles and required fire blocking

\_\_\_\_\_ Indicate all directional changes in chimney walls and/or flue lining

\_\_\_\_\_ Indicate compliance for chimney termination and spark arrestors

\_\_\_\_\_ Indicate size, thickness, extension, and material type for mantles, hearths and supporting elements

\_\_\_\_\_ Provide dimensions of the fireplace opening and depth

\_\_\_\_\_ If the fireplace is located on an exterior wall, provide a detail of the chimney attachment to floors and roofs more than 6 feet above grade

\_\_\_\_\_ Provide dimensions and location of lintel, throat, damper, smoke chamber and flue

\_\_\_\_\_ Provide a combustion air vent, showing size, material, and location within the firebox. Include the termination at the building exterior

\_\_\_\_\_ When used as a structural element of the building, show attachments and reinforcement of beams, etc.

#### **Gas Fireplace/Heaters:**

\_\_\_\_\_ Provide the manufacturer's name and model number of all vented gas fireplaces and fireplace heaters. Installation shall be in accordance with the manufacturer's instructions and currently adopted codes of Teton County.

\_\_\_\_\_ Provide the size and location of the exterior combustion air openings.

\_\_\_\_\_ Direct-vent fireplace/heaters are required for sleeping rooms.

\_\_\_\_\_ Approved decorative gas appliances may be installed in fireplaces located in other areas only if the listing allows operation of the appliance with glass doors in the closed position.

**Mechanical: *Design builds are not permitted. Provide mechanical plans.***

\_\_\_\_\_ Show the location of all gas appliances including, but not limited to, boilers, furnaces, ranges and cooktops, vented fireplaces and heaters and water heaters.

\_\_\_\_\_ List heating equipment and efficiencies (AFUE and SEER ratings)

\_\_\_\_\_ Show compliance with ACCA, Manual J (or equal) for space heating or cooling equipment.

\_\_\_\_\_ Show location of gas shut-off and regulator.

\_\_\_\_\_ Required drain pans and combustion air shall be shown on the plans

\_\_\_\_\_ Indicate access and clear path to all mechanical equipment located in crawl space or attic.

\_\_\_\_\_ Provide locations and cfm rating of all ventilation fans Note: if exhaust hoods are greater than 400 cfm, provide make up air design.

\_\_\_\_\_ Provide details and/or notes for proper vent termination of all appliances

\_\_\_\_\_ Show access and clearances for all equipment and appliances including clearances above the cooktop

\_\_\_\_\_ Provide the location of any condensate disposal

\_\_\_\_\_ Provide fuel gas piping loads and distance from regulator to furthest appliance.

\_\_\_\_\_ Provide location, details and dimensions for ducts and personnel openings in all load bearing walls.

\_\_\_\_\_ All underfloor walls shall have personnel openings with minimum dimensions of 24" in width by 30" in height as measured from top of the footing to bottom of the header. These openings shall not be used for any other purpose

\_\_\_\_\_ Provide details on whole-house ventilation system.

**Electrical:** Details and notes on the plans shall provide the following information:

\_\_\_\_\_ Location and ampacity of the service

\_\_\_\_\_ Location of the Uffer ground, sized in accordance with NEC 250-50(c), as amended.

\_\_\_\_\_ For additions, provide load calculations showing adequacy of existing service for additional loads.

\_\_\_\_\_ Indicate the location of all panels and sub-panels

\_\_\_\_\_ Provide the location and type of smoke detectors (Note: Smoke detectors must be interconnected)

\_\_\_\_\_ Provide the location and type of all recessed lighting in the roof ceiling assemblies

\_\_\_\_\_ Provide a light and outlet adjacent to mechanical equipment located in attics and crawl spaces. Provide load calculations for services over 400 Amps.

***NOTICE: Electrical plans for multi-family with services over 400 Amps shall be submitted, directly to the electrical division of the Town of Jackson Fire/EMS. The electrical division will review the plans and issue the required permit. Submission may be made by the applicant, but the permit shall only be issued to the owner or a State licensed electrical contractor. Consult the electrical division for their specific requirements for plan submittals.***

**Plumbing:**

\_\_\_\_\_ Connection to the water supply shall be protected from backflow by a dual check or other approved backflow device.

\_\_\_\_\_ Indicate type and location of such protection on plans.

\_\_\_\_\_ If applicable, provide the location and type of backflow protection for lawn sprinkler system.

\_\_\_\_\_ Indicate the location of all required exterior cleanouts on the plans.

\_\_\_\_\_ Provide details and the location of all sumps, ejectors, floor drains, fixtures, water heaters, expansion tanks, and laundry facilities.

\_\_\_\_\_ Show required access to motors for jetted bathtubs.

\_\_\_\_\_ Indicate location of access to concealed slip joints. *Example: 2<sup>nd</sup> story tub drains.*

\_\_\_\_\_ Provide required water heater and/or boiler combustion air openings, seismic bracing, drain

- \_\_\_\_\_ pans, drain pan and T & P relief valve terminations.
- \_\_\_\_\_ Fixtures with the elevation of flood level rims below the next upstream manhole cover must be protected with an approved backwater valve. Indicate location and access.
- \_\_\_\_\_ Provide location, details and dimensions for ducts and personnel openings in all load bearing walls.
- \_\_\_\_\_ All underfloor walls shall have personnel openings with minimum dimensions of 24" in width by 30" in height as measured from top of the footing to bottom of the header. These openings shall not be used for any other purpose.
- \_\_\_\_\_ Appliances located in garages shall be protected from impact and have their source of ignition a minimum of 18" above the floor.

**Energy:**

- \_\_\_\_\_ All residences shall be designed to the insulation and fenestration requirements of Table N1102.1, Zone 7, of the *International Residential Code* as amended by Teton County.
- \_\_\_\_\_ Provide a REScheck Compliance Certificate ([www.energycodes.gov](http://www.energycodes.gov)) showing compliance of building envelope design and mechanical system.
- \_\_\_\_\_ Heated garage spaces with a design rate of energy usage equal to or greater than 3.4 Btu/h/ft<sup>2</sup> or 1.0 watt/ft<sup>2</sup> shall meet all the requirements for heated spaces.
- \_\_\_\_\_ Show compliance with local amendment limiting fenestrations to 30% of wall area above grade.
- \_\_\_\_\_ Finished garages shall be insulated to the requirements of Table N1102.1.
- \_\_\_\_\_ All pools and/or spas shall be equipped with evaporative control covers that meet the requirements of ASTM F 1346.
- \_\_\_\_\_ All exterior landscape lighting shall be solar powered.
- \_\_\_\_\_ The first 5 feet of piping to storage water heaters shall be insulated.

**NOTICE: Structures in excess of 2,500 sq. ft. of conditioned area and/or have heated hardscape, pools, spas, etc. are subject to EMP fees.**

**Wildland Urban Interface**

- \_\_\_\_\_ Wildland review printed on plans
- \_\_\_\_\_ Details showing wildland review requirements