



# Project Submittal Checklist

City of Prosser Building Department

## General Submittal Requirements Additions, Alterations, etc.

- 1.** Completed Building Permit Application (which can be found online at [www.cityofprosser.com/bldg](http://www.cityofprosser.com/bldg) )
- 2.** Two sets of plans either hand drawn or CAD drawings which are clear and legible and must be to scale. Be sure to include framing plan showing spans, joist & beam spacing, lumber sizing, nailing and/or bracket connection details, locations & dimensions of doors, windows, footing sizes, etc. **Drawings must be submitted on original sheet of paper, photographs taken of plans will not be accepted.**
- 3.** Two sets of a site plan which are clear and legible, showing the location and setbacks of any proposed home addition, patio cover, deck, or other structure which increases the footprint of a building on the lot. Site plan must be drawn to scale, showing the location of the proposed structure in relation to property lines, easements, rights of way, etc. **Drawings must be submitted on original sheet of paper, photographs taken of plans will not be accepted.**
- 4.** Two sets of engineered truss drawings (**if you intend to use engineered trusses.** Preliminary set is fine for plan review but the stamped set will need to be on-site during framing inspection)
- 5.** Two sets of engineered floor joist drawings, calculations, etc. (**if you intend to use an engineered floor system**)

*\* Please note that the items listed above are the typical items required for a complete plan review for the project, however, the Building Department may request additional information if necessary.*