

RESIDENTIAL SUBMITTAL CHECKLIST

This checklist has been provided to assist the applicant in assembling documentation needed for a complete electronic submittal. Only complete submittals will be accepted for plan review. Please contact our department with questions regarding the required materials.

GENERAL	
	Completed Building Permit Application
	Electronic Submission: Avondale Citizen Portal
	Cover Sheet – leave 2" x 2" box on plan sheets for city stamping
	Current Codes and Local Amendments
	Sheet Index that matches the plan sheets provided
	Identify Compliance Path (2024 Avondale amended IECC R401.2)
STRUCTURAL	
	Foundation Plan
	Roof Plan
	Framing Plan
ARCHITECTUAL	
	Site Plan (lot coverage, setback dimensions)
	Floor Plan with Dimensions and Labeled rooms
	Building Thermal Envelope Depiction
	Elevations (all sides) including:
	Material and Color
	Dimensions from grade:
	Finished floor height
	Header height
	Plate height
	Roof height
ELECTRICAL	
	Energy Compliance Report (2024 IECC)
	A one-line diagram
	Load calculations
	Panel schedule
	Fixture/receptacle layout
MECHANICAL	
	Manual ACCA J, D, and S calculations

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	Chapter 11 and 15 requirements of the 2024 IRC
	Duct layout including size, insulation R value, supply register sizes, & CFM
PLUMBING	
	Fixture calculations (supply and drainage)
	Isometric (waste & vent, water and gas)
	Gas isometric and appliances BTU's
	Water Supply System
	Cross Sections- Insulation materials and fenestration details
	Fire Sprinkler Plan – Required for 5,000 livable sf or greater (may be deferred)
ADDITIONAL DOCUMENTS	
	Structural Calculations (engineered plans only)
	Engineered Truss Cals (may be a deferred submittal, which requires a revision to the building permit or please complete the Residential Truss Waiver following form due at 1 st submittal)
	Soils/Geotechnical Report (new build and ADU)
	Completed Residential Submittal Checklist
	Fees: Plan Review Fee due at time of permit submission

If you did **NOT** check mark a submittal item, please list and provide explanation or reasoning for the exclusion.

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