



PLAN SUBMISSION REQUIREMENTS – CARD FILES

THE FOLLOWING ITEMS MUST BE SUBMITTED FOR A COMPLETE PLAN REVIEW:

1. Pay \$500.00 application fee for new plans to be card filed. A plan review fee for each permit after the initial submission will be \$100.00. No redlines or changes are allowed to approved card file plans. Each change in the code cycle, after acceptance of the new code, will require an update of any card file plan and plan review fees for the updated plan will be charged as allowed by the code.
2. A Public Improvement bond in the amount of \$5000.00 is required to be posted with the city prior to the issuance of a permit.
3. Complete each permit application form completely. Be sure to include:
 - a) Owner, address & telephone number.
 - b) Project address, lot & subdivision. Card file # as applicable.
 - c) General Contractor's name, address, license number & phone number.
 - d) Current copies of contractor license and business license.
 - e) Sub-contractors' names, license numbers and phone numbers.
 - f) Structural engineer, license number & telephone number.
4. Submit a signed & dated 2012 REScheck (pdf). A REScheck is not required if the prescriptive requirements of the code are met. Please indicate all applicable values on the cover page of the plans. A REScheck must be submitted for each direction that the structure may be placed in the subdivision if it passes by mechanical performance.
5. Submit Manual J&D (pdf) including electronic copies of all equipment specifications (furnace, coil, humidifiers, condensers, etc.). Manual J & D calculations must be submitted for each direction that the structure may be placed in the subdivision prior to the issuance of the initial permit for the card file. Duct schematics must be included with all fittings and duct sizes identified on the schematic.
6. Two site plans drawn to scale (*1 hard copy with the permit application and 1 pdf*). See Site Plan requirements. For multi-family subdivisions, provide a subdivision site plan which identifies each building that is to be constructed using the card file plan.
7. Provide a letter from the architect and/or engineer of record permitting the use of their documents for additional buildings.
8. Submit electronic plans (pdf) with digital stamp (*if necessary*) which contains all information as specified in the Single Family Dwelling submittal requirements for new plans to be card filed. Options that change the structure area or structural configuration will be considered a separate card file and must be submitted separately.
9. Refer to digital submittal requirements.