# RESIDENTIAL - DETACHED GARAGE / SHED PLAN SUBMITTAL CHECKLIST

The following is a list of items required for residential DETACHED GARAGE/SHED plan submittal. The Planning Department or the Plans Examiner may require additional information to complete their review. *Two-story structures require engineered stamped plans. Missing information may cause a delay in plan approval.*

1. **BUILDING PERMIT APPLICATION**:
   - [ ] Applied for permit online at www.laytoncity.org; all required information completed including, project valuation.

2. **PLOT PLAN (SITE PLAN)** - Full set, drawn to scale (1” = 20’ min) including the following:
   - Lot dimensions & lot size (total square footage);
   - North Arrow;
   - Easements (*public utility, drainage, etc.*);
   - Building footprint of all structures, both *new and existing*, located on the property;
   - Setbacks (distances) between all structures (new and existing) and from structures to all property lines;
   - Topographical information for sloped lots 10% or greater;
   - Location of all retaining walls, new and existing. *(Engineering required for all retention exceeding 4’.)*
   - Show all hard surface areas, new and existing. No more than 25% of rear yard and no more than 60% of entire lot shall be covered by hard surface. *(Hard surface includes all structures, driveways, sidewalks, patios, decks, gazebos, porches, patio covers, carports, concrete slabs, etc. Pools are not considered hard surface).*

3. **EXTERIOR ELEVATIONS** – Full set, drawn to scale (1/8” = 1’0” recommended) including the following:
   - Height of structure from grade to roof peak and grade to eave;
   - All four elevation views (front, rear, left side, right side);
   - Identify finish materials to be used to cover roof and exterior.

4. **FOOTING/Foundation PLANS** – Full set including the following:
   *Note: 30” Frost Protection NOT required for structures 600 sq ft or less, of light frame construction and with a maximum 10’ wall height*
   - Size and depth of footings, foundation, caissons or show monolithic detail;
   - Reinforcing steel size and spacing;
   - Anchor bolt size, spacing and exterior holddown strap type and location.

5. **BUILDING PLANS** - Full set, drawn to scale (1/8” = 1’0” recommended) including the following:
   - Dimensions of detached garage/shed and floor plan;
   - Location and size of any openings (windows, doors, etc.);
   - Size of headers over all door and window openings;
   - Indicate rafter or truss size, direction and anchoring;
   - Size of lumber to be used for studs, headers, beams, etc. and stud spacing (2X4, 2X6, 16” O.C., etc.);
   - Indicate if insulation and/or sheetrock will be installed and what types;
   - Exterior walls closer than 5’ to property line must be covered with 5/8” sheetrock and fire taped for fire protection & with limited openings.

6. **ELECTRICAL, PLUMBING & MECHANICAL PLANS** – Full set, including the following details:
   - Location of sub-panel(s), lights, switches, outlets (interior and exterior), and circuit sizes, etc. All outlets must be GFCI protected.
   - Location of any plumbing fixtures, fuel gas burning appliances, gas lines, etc.