

CHECKLIST FOR SUBMITTING FACTORY BUILT BUILDING INSTALLATION PLAN

- _____ 1. SITE PLAN APPROVED BY LOCAL ZONING FOR SETBACK AND SEPARATION. IF LOCATED IN A FLOOD PLAIN, LOCAL JURISDICTION REVIEW IS REQUIRED PRIOR TO SUBMITTAL.

- _____ 2. SITE PLAN WITH WATER AND SEWER LINES IDENTIFIED FROM TAPS OR METER TO UNIT – IDENTIFY SIZES AND MATERIALS FOR EACH. IF FACILITIES ARE NOT INCLUDED IN THE BUILDING, NOTE WHAT PROVISIONS ARE ON SITE TO ACCOMMODATE OCCUPANTS OF NEW BUILDING.

- _____ 3. NOTE OCCUPANCY TYPE AND/OR USE

- _____ 4. ONE-LINE ELECTRICAL DRAWING TO INCLUDE –
 - A) AMPS AT METER AND UNIT
 - B) CONDUIT SIZE FROM METER TO UNIT
 - C) NUMBER OF CONDUCTORS
 - D) TYPE OF CONDUCTOR (I.E., THHN, XHHN, ETC.)
 - E) GROUNDING ROD AND ALL CONNECTIONS

- _____ 5. FOUNDATION SYSTEM –
 - A) DESCRIPTION OF THE SOIL CLASS AND THE SOIL BEARING PRESSURE; (MUST USE 1000 PSF UNLESS SOIL TEST PROVIDED);

 - B) FOOTINGS DESIGNED TO MEET THE MINIMUM BEARING PRESSURE AT THE DEPTH REQUIRED;

 - C) COMPLETE SET OF DRAWINGS INDICATING DIMENSIONS AND DETAILS OF THE FOUNDATION FOOTING AND ANCHORING; A COMPLETE LIST OF MATERIALS, AND A CROSS-IDENTIFICATION OF HOW MATERIALS WILL BE USED, IN THE APPROPRIATE VIEW;

 - D) IDENTIFY SUPPORTS AND TIE DOWN SYSTEM AND ENGINEERING CALCULATIONS, ALL LOAD CONDITIONS, INCLUDING WIND LOADS FOR BOTH HORIZONTAL LOADS AND UPLIFT LOADS, OVERTURNING, AND HORIZONTAL AND TORSIONAL EARTHQUAKE EFFECTS ON FOUNDATIONS.

 - E) MULTI-WIDE UNITS, IF APPLICABLE, INCLUDE MATE-LINE CONNECTION DETAILS NOTING FASTENING AND SPACING AT FLOOR AND ROOF.

- _____ 6. PLAN APPROVAL APPLICATION (INCLUDE BUILDING PLAN APPROVAL NUMBER)

- _____ 7. **TWO (2)** COPIES OF ALL OF THE ABOVE

- _____ 8. **\$134.00** PLAN REVIEW FEE (MAKE CHECK PABABLE TO **DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY**)