



City of Salina, Kansas
Residential Permit/Plan Submittal Standards
Effective January 1, 2017

- **This checklist shall be submitted with your application and plans/documents.**
- Residential plans submitted with a complete permit application shall contain the following information.
- Please check the appropriate box for completeness.
- All items must be checked and initially reviewed by the Permit Technician, prior to the plans and permit application being accepted.

Note: Staff recognizes that not all items may be applicable to all projects. In the case where items are not applicable, write **N/A** in the appropriate box. *For example, "N/A" would apply if the scope of work on your proposed project does not require that particular item to be completed.*

A. ZONING

- Minimum setback requirements can be based upon the zoning code, covenants, platted lot setbacks and/or averaging established setbacks. Do not assume platted setbacks or zoning code provisions are the only requirements. Check with the Planning and Zoning Department to obtain the applicable requirements and zoning classification.
- Obtain a Zoning Certificate from the Planning and Zoning Department. **Note:** The Zoning Certificate is required prior to the issuance of the building permit and is produced by staff as part of the review process for the permit application. A zoning certificate is issued and retained by staff as part of the project records.

B. SITE PLAN AND SURVEY

A site plan and survey prepared by a licensed surveyor shall be required for all new construction, to include additions and other free-standing structures such as detached garages. The site plan shall include, but not be limited to the following:

- Name of project, address, legal description, zoning district, boundaries, date, north arrow, scale of the plan and site grading details.
- All existing lot lines, easements, and rights-of-way to include lot area in square feet.
- The exact location of the proposed structure or structures on the lot. Provide all dimensions to include size of the new structure in square feet, distances from property lines and adjacent structures.
- Provide total height of all structures on the site (single family dwelling and any detached buildings)

- Typical building elevations, to include the top of the foundation wall elevation from the top of the curb.
- The location of all present and proposed driveways, sidewalks, ramps, curbs, mailboxes and fences.
- Indicate if project is in a flood plain or not, and if the structure is within 1000' of the flood control levee.
- Location and elevation of any storm drainage inlet, pipe, or channel on the site.
- Location of gas, electric & water meters
- Location of private sanitary sewer and water service lines with tap location to public mains.
- Provide erosion control plan
- Location and method of sump pump discharge.
- Provide location of downspouts.
- Submittal will include site drainage review and approval by Public Works prior to the issuance of the building permit.

C. **BUILDING**

Building Construction Plans shall include, but not be limited to the following:

- Submit (2) complete sets of building construction plans, drawn to scale, to Building Services for review. Size of plans will be **not smaller than 11" x 17" and no larger than 24"x 36"**. **Details must be legible.**
- Provide footing/foundation details –or use standard foundation design as shown on BLF-274 (attached).
- Provide wall framing details, to include wood species and lumber grade, size and spacing of studs, size and span of beams and/or headers for openings over 4 feet wide, all load bearing points, and garage separation details. Specify the height of the roof above the grade plain on all sides of the house.
- Provide framing details of the floor/ceiling assembly, to include size, spacing, and span of floor joists, and ceiling joists. Provide all load bearing points.
- Provide framing details of the roof assembly, to include size and span of rafters, size and span of ridge beam, location and size of attic access opening, and all load bearing points.
- Provide location and size of all emergency escape and rescue openings.
- Provide location and size of required exit door.
- Provide all room dimensions, corridor/hallway widths, and ceiling heights, to include basement.
- Provide location and details for all stairways, to include handrails/guardrails.
- Type of insulation- walls, foundation, and ceiling. Include R- factors & U –factors. Seal the building thermal envelope.

D. **PLUMBING**

- Provide static/residual water delivery pressure. PSI in excess of 80 will necessitate installation of a pressure reducing valve and thermal expansion tank.
- A backwater valve will be required to protect the lower plumbing fixtures if their elevations are below the nearest manhole. Provide elevations.
- Showers require anti-scald valves.

- Provide minimum fixture clearances.
- Bath exhaust fan shall be vented directly to the outside.
- Provide plan for lawn irrigation including location of the double check, AVB, or RPZ backflow preventer.

E. ELECTRICAL

- Provide size and location of electrical service.
- Provide location of all smoke and carbon monoxide alarms.
- Provide location of receptacles and lighting fixtures.
- Provide GFCI protection in accordance with the current NEC.
- Provide AFCI (arc-fault circuit interrupter) protection in accordance with the current NEC.
- Provide Tamper-Resistant receptacles in accordance with the current NEC.

F. MISCELLANEOUS

- Each construction site shall display a placard indicating permit number, contractor and address of new construction.
- Each construction project shall provide a trash enclosure.
- Each construction project shall provide a sanitary port-a-john in accordance with OSHA 1926.51 & Table D-1.
- Gravel or crushed stone shall be provided from the street onto each lot for vehicle access and parking.
- All devices or equipment installed in the right-of-way shall be shown on drawings and are subject to review and approval by the Director of Public Works. This includes, but is not limited to, lawn irrigation, gas lamps, mail boxes, etc.
- Obtain a permit from Public Works for any work in the right-of-way.
- Doors communicating from living area to garage shall have self-closing hinges.
- Show on the site plan, the direction and method of drainage from swimming pools (if applicable).