



CITY OF GILLETTE

Development Services Department
Building Inspection Division
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Residential Plan Submission Check List

Plans and specifications shall be in compliance with the 2015 International Residential Code and the 2014 National Electric Code. Plans shall be of sufficient clarity to indicate the Physical address of the location, nature, and extent of the work proposed. Plans are required to be submitted digitally using ePlan. For additional information go to the web site: <http://www.gillettewy.gov/residents/eplans-electronic-review>.

PLOT PLAN REQUIREMENTS

- > Required to be by a Design Professional
- > Include Street address & legal description (lot, block, and subdivision)
- > Show proposed porches, decks, patios, garages, exterior stairways, etc.
- > Property lines & all utility easements must indicate dimensions, north arrow, must be drawn to scale, and show setbacks. (Distance to the building from all property lines)
- > Per example Plot Plan (see following page) direction of drainage flow should be indicated with arrows. Drainage shall not impact adjacent properties. Show sidewalks, (proposed & existing) and location of water, sewer, & electrical services to home.
- > Plot Plan shall show top of curb elevation at the highest point of property & proposed top of foundation elevation and show 2 all-weather surface off street parking places.

Use ePlan file name: **Plot Plan.pdf**

GEO-TECHNICAL EVALUATIONS

- > The soils evaluation shall be prepared by a Wyoming licensed engineer and shall include the physical address of the property, location of any test boring and or excavation and a complete record of the soil samples, soil profile and water table elevation, if encountered.
- > The soils report shall include the bearing capacity of natural or compacted soil, provisions to mitigate the effects of expansive soils, mitigation of the effect liquefaction, differential settlement and varying soil strength and the effect of adjacent loads.
- > NOTE: Open hole inspection letter from a Wyoming professional engineer required prior to the at building footings inspection.

Use ePlan file name: **Soils.pdf**

ELEVATIONS

- > Elevation drawings shall be labeled as front, back, rear and side.

Use ePlan file name: **Elevations.pdf**

STORM WATER POLLUTION PREVENTON PLAN AGREEMENT (SWPPPA)

- > Read, complete, sign, and date the agreement where indicated; upload the SWPPPA into ePlan with your building project plans in the documents folder.

Use ePlan file name: **SWPPP Agreement.pdf**

STORM WATER POLLUTION PLAN DRAWING (SWPPPD)

- > May use a copy of the Plot Plan to indicate BMPs
- > A site map is to also indicate type and location of proposed Best Management Practices; (BMPs) for example, silt fence, waddles, trash container, portable toilet and areas used for material and soils waste material. (See example following)

Use ePlan file name: **SWPPP Drawing.pdf**

CROSS & LONGITUDINAL SECTIONAL DRAWING

- > This is a cut away view of the structure at one or more places, this view extends from the foundation through to the top of the roof.
- > Show basements, crawl spaces, floors and any attic space.
- > Drawing shall provide information regarding size, spacing and type of materials to be used in the structure and any required bracing.
- > The pitch of the roof and the type of roof sheathing and roof coverings are include in a typical section drawings.

Use ePlan file name: **Cross & long.pdf sections.pdf**

DETAILS

- > Provide details of the specific components such as stairs, column, grade beams, decks and their connections

Use ePlan file name: **Details.pdf**

ROOF TRUSS/ROOF FRAMING PLAN

- > Drawings shall specify the size and spacing of all structural roof components for all roofs.

Use ePlan file name: **Roof framing.pdf**

FLOOR PLANS

- > The floor plan shall indicate the size and dimensions of every floor, including the basement for the complete structure
- > Show use of all rooms, halls, stairways, etc.
- > Show locations & sizes of windows, doors, safety glazing, mechanical equipment and location and type of energy to be used.
- > Show a complete electrical service size and any sub-panel locations; show location of smoke detectors.

For each drawing, Use ePlan file names: **First Floor.pdf; Second floor.pdf; Third floor.pdf, Basement.pdf**

FOUNDATION PLAN

- > The foundation plans shall indicate the size, location, and type of material to be used as a foundation .Foundations are lot specific and must contain a physical address on plans.
- > Foundation shall be designed in accordance with any requirements described in the soils report, and any specific load requirements as needed by the individual structure.
- > Drawing shall be prepared, stamped, and signed by a Wyoming licensed engineer, detailing the location and size of all exterior and interior footings and all footings for decks, porches, retaining walls or other footings.
- > Drains shall be provided around all concrete or masonry foundations that retain earth and enclose habitable or usable spaces located below grade (including crawl spaces)

Use ePlan file name: **Foundation.pdf**

FLOOR JOIST PLAN

- > Floor framing plans for all floors, specify the size and spacing of floor joist, beams, girders, columns or posts. (Layout floor plan must include a legend.)
- > Indicate under floor access location and size (when applicable).

Use ePlan file name **Floor Framing.pdf**