

PLAN SUBMITTAL CHECKLIST

Complete plan sets drawn on the following paper size are required

- **Residential (Substantial remodel/addition)** -Two sets drawn to the scale required below and one set of electronic plans
- **Residential (minor projects)** – One set drawn to the scale required below and one set of electronic plans
- **Commercial** – Two sets drawn to the scale required below and one set of electronic plans
- **Acceptable forms for Electronic plan submittal include CD, flash drive or email to: SUBMITTALS@SCARBOROUGHMAINE.ORG**

Complete plan sets will contain the following information. Incomplete sets will not be accepted

- Site plan drawn to 1:20 scale or larger and containing the following
 - North arrow
 - Distance of all building setbacks measured perpendicular to property lines
 - Distance between buildings
 - Exact position of all new construction and existing structures (including accessory structures).
 - Location of septic tank, leach field and well if applicable, with measured distances
 - Any wetlands or water bodies and setback distances from shoreline if applicable
 - Utility Connections
 - Driveway location
 - Street names
 - Easements, rights of ways, water courses and areas restricted by covenant
 - Area of lot; area to be cleared for construction if applicable
 - Erosion and sediment control measures per “Typical BMP’s for House lots” handout
- Foundation, Floor and Roof plans drawn to 3/16 scale or larger and containing the following
 - Overall building dimensions
 - Room use (name) and size
 - Windows and doors including swings and sizes
 - Stairs showing direction of travel and dimensions
 - Plumbing fixtures, appliances and fireplace(s)
 - Direction and sizes of floor, ceiling, roof, beams and header structural members
 - A Maine licensed engineer approval is required for all structural steel, LVL’s, trusses, manufactured framing material etc...used in the Commercial building construction
 - Radon vent location; a 3” minimum gas tight pipe originating below the basement slab and extending a minimum of 12” through the roof
- Building Cross Section drawn to ¼ scale or larger containing the following
 - Section through building showing foundation, floors, ceilings, wall and roof assemblies
 - Show and label all construction materials
 - Indicate floor to ceiling heights of rooms including basement and attic
 - Section through stairs showing headroom, treads and risers including dimensions
- Building elevation plan drawn to 3/16 scale or larger and containing the following
 - Show each side of building
 - Exterior finish
 - Dimension to the maximum height of the building from the average finished grade within 20’ of the building
- Energy Efficiency (New buildings and Additions only)
 - Demonstrate compliance with IECC 2009
 - REScheck (Residential) - <https://www.energycodes.gov/rescheck/>
 - COMcheck (Commercial) - <https://www.energycodes.gov/comcheck>