



Permit Type: SINGLE FAMILY HOME

Permit Subtype: MASTER PLAN

You are applying for a Single Family Home MASTER PLAN permit. This is for a first time submittal of a master plan

**Definition:** Plan review for a Production Home

Submittal Requirements: **Parker Highly recommends and prefers that all documents be submitted in electronic form.**

- Complete plans – Architectural, Structural drawing signed and sealed by engineer  
Architectural (area schedule to include all options of decks ,patios and covers; foundation, basement layouts, floor plans, elevations, wall sections, air barrier details, water resistive barrier details/flashing details, roof ventilation, smoke detectors and carbon monoxide alarms locations)
- Truss layouts and details stamped by the engineer of record.  
To expedite plan review it is recommended the structural engineer of record review all floor and roof truss layouts and details prior to submittal.
- Energy compliance based on Chapter 11, Energy Conservation, method (Prescriptive-table N1102.1-2012 IRC, Total UA- Rescheck, or Performance (section 405 - 2012IECC)) - From plans rating (if applicable)
- HVAC load calculations (Manual J reports; Equipment Summary, Multi Zone Summary, Construction Report, Equipment Performance Data, Duct Fittings Used, Available Static Pressure, Total Equivalent Length, Friction Rate)
- HVAC plans 24”x36” with CFM’s shown at each duct, all duct sizing and locations, combustion air, required dampers with controls and duct insulation if applicable
- Design temperature for mechanical systems:
  - Outdoor Dry Bulb: Winter (-3<sup>0</sup>F) Summer 90<sup>0</sup>F
  - Indoor Dry Bulb: Winter 70<sup>0</sup>F Summer 75<sup>0</sup> F
- Whole House Ventilation Strategy- Exhaust only, Supply only or Balanced- must be specified on the plans. Include required spot ventilation in Kitchens, Water Closet Rooms and Bathrooms. (See the Town of Parker amendments at [www.parkeronline.org](http://www.parkeronline.org))
- Plan check deposit, \$200.00 for each plan.

Applicable Codes with amendments:  
2015 International Residential Code  
2014 National Electric Code

## **Building Department requirements for Electronic Submittal and Review**

Parker has implemented an electronic plan submittal and review process. It is highly recommended and preferred that all plans and documents be submitted electronically following the process outlined below. This new system allows online public access to code inspections, projects, permits and licenses. Contractors and designers will be able to make applications for licenses, permits and projects; submit plans; view and respond to plan review comments; and schedule and see inspection results, along with paying any fees due, all electronically. The goal is to reduce costs to the applicant and to create a high level of communication with the Town during the plan review process.

Electronic Submittal Requirements:

- All digital files shall be MicroSoft Windows compatible.
- Digital documents can be in DWF, DWG, PDF, Word or Excel.
- All sheets shall be oriented so that the top of the page is always at the top of the computer monitor, and to scale.
- All plot plans, grading certificates, and similar plans shall have an engineering scale of 1" = 10' to a maximum of 1" = 30' / all architectural plans shall have an architectural scale of 1/4" = 1' -while larger projects may have a scale of 1/8" = 1' or 1/16" = 1'
- All construction plans shall be in one file so the plan reviewer may scroll through the file, and have the ability to view all pages without opening another file. Other documents shall be a separate file by type, e.g. Structural Calculations, Specifications, etc.
- Minimum required plan sheet size is 11"x 17" and must be a scaled drawing. Other documents shall be submitted on a minimum of 8-1/2"x 11"
- All text shall be no smaller than 11 point.