



Hutto Fire Rescue
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Building Plan Submittal Checklist

The following is a list of the documents required at the time of submittal. The lack of an applicable requirement will cause the application to be considered incomplete.

Important Note:

- Site plans and Building Permits are separate processes and shall not be submitted as one plan set.
- Plans must be signed/sealed by a licensed professional (Engineer, Architect, Surveyor)
- Plan sets must be submitted as a single PDF file

The building plan set must contain the following and be in this order:

- Coversheet with index
- Code analysis
- Overall site plan (approved)
- Final plat sheets (recorded)
- General notes
- Floor plan
- Exterior architectural elevation sheets
- Exterior architectural details
- Interior details
- Door and window schedule/details
- Foundation plan/details
- Roof and ceiling plans
- Roof framing plan
- Wall sections/details
- Mechanical plan
- Electrical plan including diagrams
- Plumbing plan including diagrams
- Construction details