

**IMPORTANT PLEASE NOTE:** All publications located within the Planning and Growth Management section of the web site are believed to be accurate as of their posting date. However, they may not be accurate on the day you view them. To verify whether these documents are the most current official document, please contact the division associated with the document in question.

## Checklist for a Single Family Dwelling Drawings

The provided checklist should be utilized as a tool to complete the required construction drawings for each permit type. The checklist should be used as a reference as to local Charles County Ordinance requirements and also as a reference to insure each component of the structure to be built has been shown on the submitted designs. Not all items indicated on the checklist will pertain to your specific project. Please reference only those items you intend to utilize for your project. **Example;** Referring to the drawing checklist for a residential addition. Where the floor framing information is requested, and the dwelling will be constructed with a wood framed floor system, the items listed there must appear on the drawings submitted at the time of permit application. These checklists pertain only to the actual structure and do not represent what information will be required on the associated site plans as applicable.

- A permit is required for all detached one-or two-family dwellings and one-family townhomes. All information indicated on this checklist is also applicable to townhouse permit applications.
- All information on this proposed structure that cannot be inspected for code and design compliance shall be signed and sealed by a Maryland registered design professional.
- As of January 18<sup>th</sup> 2007, all single family dwellings constructed in Charles County are required to have an automatic fire suppression system installed. Please contact the Office of the State Fire Marshal for a listing of approved Sprinkler System Installers at 443 550 6820.
- Minimum scale of ¼” to 1’ for all drawings.
- Method of framing to be used;
  - Platform** - Studs are one story high, floor joist for each story rests on the top plates of the story
  - Balloon** - All vertical structural elements of the exterior walls consist of single studs which extend the full height of the frame, from the sole plate to the roof plate
  - Other than** platform or balloon framing, engineered designs are provided?
- **LOCATION ON LOT**
  - Distances to other structures on the property within 10’ shown where applicable?
  - Indicated if located in flood zone – indicate zone classification?
  - Indicated if located in an area of geotechnical concern?
  - Indicated if located within the Chesapeake Bay Critical Area?
- **FLOOR PLANS**
  - Uses and dimensions of all areas provided? This includes all floors both below and above grade.
  - Indicated if a garage is provided?
  - Indicated the locations and sizes of all doors and windows
  - Provided the location of all stairs?
- **FRAMING INFORMATION**
- Footing details
  - Provided depth of footing from finished grade to bottom of footing? – minimum 24”
  - Provided depth of footing from finished grade to bottom of footing if located in area of geotechnical concern? – minimum 48”
  - Indicated if the structure is to be placed on a crawl space, basement or slab on grade?
  - Indicated if a combination of these methods are to be used and their locations?

- Provided the thickness of concrete footing? – minimum 8”
  - Provided the width of footing? – minimum 16”
  - Provided the size, spacing and location of any isolated footings for support piers?
- Foundation Walls
  - Indicated type of wall? (Poured concrete, CMU wall, etc.)
  - Indicated thickness of wall? (minimum 6”required)
  - Indicated height of wall?
  - Indicated height of unbalanced fill against the wall?
  - Indicated the size and location of reinforcement required?
  - Provided a completed Residential Basement Wall Type Form?
  - Indicated the size, spacing and location of any support piers?
  - Indicated the type of waterproofing method to be used on foundation walls?
  - Indicated the location and size of ventilation openings? (if on a crawl space)
  - Indicated the crawl space access opening size and location? (if applicable)
  - Indicated break away vents provided if located in a flood plain?
  - Indicated the type of foundation anchorage? (sill plate anchors or bolts)
- Floor Framing – Complete all that is applicable
- Steel framed floor system
  - Provided the identification requirements from IRC – section R505.2.2?
  - Indicated the size and spans for floor joist?
  - Indicated the location and type of joist bridging?
- Wood framed floor system
  - Provided the species and grade of the lumber to be used?
  - Indicated the size and material of support beams?
  - Indicated the spans of support beams?
  - Provided the depth of beam pocket?
  - Indicated the size and material of support posts?
  - Indicated the size and material of any ledger attachments?
  - Indicated the size of floor joist?
  - Indicated the spans for floor joist?
  - Provided the spacing for floor joist?
  - Indicated the locations and spans of any cantilevers?
  - Provided the layout for engineered lumber floor systems?
  - Indicated the location and size of any required joist bridging?
- Concrete floors at grade
  - Indicated the thickness of concrete? (minimum 3 ½”)
  - Indicated the thickness of the base under slab?
  - Provided the size and design of grade beams if floor on backfill?
  - Indication of the required vapor barrier? (minimum of 6 mil poly)
- Wall Construction – Complete all that is applicable
  - Provided a detail to indicate how compliance with wall bracing (section R602.10 of the current edition of the IRC) will be met?
- Steel framed wall construction
  - Provided the identification requirements from IRC – section R603.2.2?
  - Indicated the height and spacing of metal studs?
  - Indicated size of fasteners to be used?

- Indicated the type of wall to foundation connection to be used?
  - Provided the size and detail for all openings?
- Wood framed wall construction
  - Provided the species and grade of the lumber to be used?
  - Indicated the height and spacing of the studs?
  - Provided a wall layout that indicates opening locations?
  - Indicated the type of exterior sheathing to be used?
  - Indicated the type of exterior veneer to be used?
  - Indicated the type of water resistive barrier to be provided?
  - Indicate the size of all headers?
- Masonry wall construction
  - Provided the height of the wall?
  - Provided the height of the unbalanced fill against wall?
  - Provided the size and spacing of reinforcement to be used?
  - Provided the size of lintels to be used above any openings in the wall?
- Insulating Concrete form wall construction
  - Provided the wall type and nominal size?
  - Provided the maximum wall weight?
  - Provided the minimum width of vertical core?
  - Provided the minimum thickness of vertical core?
  - Provided the maximum spacing of vertical cores?
  - Provided the spacing for horizontal cores?
  - Provided the minimum web thickness?
  - Provided all supporting engineered documentation?
- Conventional Concrete walls
  - Provided the thickness of wall?
  - Provided the wall height?
  - Provided the size and spacing of vertical reinforcement?
  - Provided the size and spacing of horizontal reinforcement?
  - Provided the detail for reinforcement placement at wall openings?
- Roof Construction – Indicated the type to be provided
  - Gable roof provided?
  - Hip roof provided?
  - Gambrel roof provided?
  - Flat roof provided?
  - Indicate degree of slope?
  - Indicated the placement of the required ice shield underlayment?
  - Indicated the placement of the required water resistive barrier?
  - Indicated the type of covering?
  - Indicated the type of roof construction to be used?
- Pre-manufactured truss roof
  - Provided manufacturer’s layout to indicate placement of support beams with permit drawings
- Field framed roof system (as applicable)
  - Indicated the grade and species of lumber to be used?
  - Provided the roof pitch?

- Provided rafter size?
- Provided rafter spacing?
- Provided rafter spans?
- Provided the location and size of the collar ties? (as applicable)
- Provided the spacing of the collar ties? (as applicable)
- Provided the spans of the collar ties? (as applicable)
- Provided ceiling joist size?
- Provided ceiling joist spacing?
- Provided ceiling joist spans?
- Provided size and material of ridge beam?
- Provided details for ridge beam support?
- Indicated dormer locations?
- Provided framing information that is required for dormers, should mirror that for framed roof and wall systems?
- Indicated the type and amount of ventilation that is to be provided for the attic space?
- Provided type of exterior sheathing to be provided?
- Insulation - Provided the 'R-value' or 'U-factor' ratings for indicated building elements? (*all values shown are minimums*)
- If R-values Indicated
  - Attic – **R-49, an exception exists for R-38**
  - Wood framed wall – **R-20**
  - Mass wall (Concrete or Masonry) – **R-8**
  - Floor – **R-19**
  - Basement wall – **R-10 , R-13**
  - Concrete slab – **R-10 for minimum 2 ft**
  - Crawl space – **R-10 , R-13**
- If U-factors Indicated
  - Attic – **0.030**
  - Wood framed wall – **0.082**
  - Mass wall (Concrete or Masonry) – **0.141**
  - Floor – **0.047**
  - Basement wall – **0.059**
  - Crawl space wall – **0.065**
  - Provide 'U-factors' for all windows and doors
  - Fenestration (windows) – **0.40**
  - Skylights – **0.60**
- Chimney's and fireplaces
- Pre-manufactured fireplaces
  - Provided the installation instructions?
- Pre-manufactured chimneys
  - Provided the installation instructions?
  - Indicated the location of the flue terminations?
- Masonry fireplaces
  - Footing and foundation details provided?
  - Provided the hearth slab thickness?
  - Provided the hearth extension details?

- Provided the hearth reinforcement details?
- Provided the thickness of the firebox?
- Provided the distance from the top of opening to throat?
- Provided smoke wall thickness?
- Provided the size and material of fireplace lintel?
- Provided the thickness of the chimney walls with a flue lining?
- Provided the distances between adjacent flues? (as applicable)
- Provided the roof termination clearances?
- Indicated the interior coverings?
- Indicated the location of the electrical components?
- Indicated the location of the fuel burning appliances?
- Indicated the location of the plumbing components?