



**Professional
Building
Inspections, Inc.**

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Plan Review Checklist

Home Owners/Builders: The following information is required when submitting an application for a residential building permit and before a building permit is issued. The plan review will not begin until all required information is provided.

New Home, Addition, Attached Garage or RTM (Check off items below that are being provided to PBI)

REQUIRED for Plan Review	New Home	Addition	Attached Garage	RTM
2 sets of site plans				
2 sets of Structural/Architectural plans				Supplier Inspection Report
2 sets of Engineered foundation design (site specific)				
Loading on concrete telepost pads or piles			N/R	
Wood and/or steel beam sizes				
Geo-Tech report (if applicable)				
Provide As They Become Available				
2 sets of Engineered roof truss design (site specific)				
2 sets of roof truss layout(s) (site specific)				
2 sets of Engineered floor truss design (site specific)			N/R	
2 sets of floor truss layout(s) (site specific)			N/R	
Residential Mechanical Ventilation Design Summary			N/R	
Manufacturer's installation specs for fireplace/woodstove			N/R	

NOTE: 2 COPIES OF ALL DOCUMENTS AND SPECIFICATION SHEETS ARE REQUIRED.

- | | |
|--|--|
| <input type="checkbox"/> Detached Garage Specifications sheet | <input type="checkbox"/> Deck Specifications sheet |
| <input type="checkbox"/> Structural Engineer foundation design (unless slab) | <input type="checkbox"/> Sketch of deck |
| <input type="checkbox"/> Site plan | <input type="checkbox"/> Site plan |
| <input type="checkbox"/> Basement Development Specifications sheet | <input type="checkbox"/> Renovation Specifications sheet |
| <input type="checkbox"/> Sketch of basement development | <input type="checkbox"/> Sketch of floor plan |
| <input type="checkbox"/> Fireplace manufacturer's installation specs ← (if applicable) → | <input type="checkbox"/> Fireplace manufacturer's installation specs |

Home Owner/Builder

Name: _____

Phone # _____

Email: _____

Fax # _____

Construction Site

Address: _____

Lot _____ Block _____

Municipality: _____

Date: _____ / _____ / _____
 (Day / Month / Year)