



PLAN CHECKLIST

Plumbing

The permit review timeline is dependent on several factors, including the number of permits under review at any given time and the completeness of those permit applications. To ensure your application is complete, **please include the following in your submittal:**

FOR NEW CONSTRUCTION:

- Utility Site Plan:** The utility plan must show the locations, sizes, and slopes of all sanitary sewer, all storm sewer, and water service piping within the property lines. The utility plan must indicate the pipe materials to be used for each service unless otherwise listed in the specifications. The plan must include a directional reference.
- Floor Plan:** The floor plan must show the locations of all plumbing fixtures. The sizes and locations of all horizontal sanitary and storm piping must be shown on the plan.
- Water Riser Diagram:** The drawing must show an isometric view of the water distribution piping from the water service entrance to the connection to all plumbing fixtures and equipment. The plumbing fixtures, equipment connected to the water distribution system, and all pipe sizes must be clearly labeled on the drawing.
- Waste and Vent Riser Diagram:** The drawing must show an isometric view of the waste and vent piping within the building. All pipe sizes and fixtures must be clearly labeled on the drawing.
- Material Specifications:** A list of fixtures, materials, and procedures must be provided which includes the following:
 - a. A list of the fixtures and appurtenances that are connected to the potable water distribution system or that discharge to the sanitary waste system. The list must include manufacturer and model number of each plumbing fixture or appurtenance.
 - b. The type and quality standard (e.g. ASTM, ANSI, etc.) of the pipe materials to be used in the plumbing system, including the type of joints.
- Roof Plan:** A roof plan must be provided if roof drains will be installed that are piped inside the building. If no internally piped roof drains will be installed, a roof plan is not necessary for plan review. A statement should be included that the roof is pitched and the building is served by scuppers
- Signature:** All plumbing plans that are submitted must be signed by a master plumber or a registered engineer.

FOR BUILDING ADDITIONS and/or REMODELING:

- Utility Site Plan:** A utility plan must be provided if water service, sanitary sewer service, or storm water service piping will be altered, added, or replaced. The utility plan must show the locations, sizes, and slopes of new sanitary sewers, all new storm sewers, and all new water service piping within the property lines. The utility plan must also indicate the pipe materials to be used for each service unless otherwise listed in the specifications. The plan must include a directional reference.

- Floor Plan:** The floor plan must show the locations of all new plumbing fixtures. The sizes and locations of all new horizontal sanitary or storm piping must also be shown. The sizes of the existing pipe must be shown where the new connections are planned so that adequate size of the existing system can be verified.

- Water Riser Diagram:** The drawing must show all new water distribution piping connecting to all new plumbing fixtures and equipment, including all pipe sizes. The sizes of the existing piping must be shown where the new connections are planned so that adequate size of the existing system can be verified.

- Waste and Vent Riser Diagram:** The drawing must show all new waste and vent piping within the building. All pipe sizes and fixtures must be clearly labeled on the drawing. The sizes of the existing piping must be shown where the new connections are planned so that adequate size of the existing system can be verified.

- Material Specifications:** A list of fixtures, materials, and procedures must be provided which includes the following:
 - a. A schedule of the fixtures and appurtenances that are connected to the potable water distribution system or that discharge to the sanitary waste system. This must include manufacturer and model number of each plumbing fixture or appurtenance.
 - b. The type and quality standard (e.g. ASTM, ANSI, etc.) of the pipe materials to be used in the plumbing system, including the type of joints.
 - c. The pressure testing and disinfection procedures.

- Roof Plan:** A roof plan must be provided if new roof drains or leaders will be installed that are piped inside the building. If no new internally piped roof drains will be installed, a roof plan is not necessary for plan review. A statement should be included that the roof is pitched and the building is served by scuppers.

- Signature:** All plumbing plans that are submitted must be signed by a master plumber or a registered engineer.

Note: Submitting plans for review does not authorize the installation of any portion of the plumbing system until the plans have been approved. If significant errors are found in the drawings and specifications during the review process or required information is missing, the designer may be required to submit revised plans incorporating any necessary changes and/or information before the plans will be approved. Anyone installing plumbing prior to plan approval may be subject to a fine or revocation of the plumbing license, or both.