



Residential Plan Review Resubmittal

The following is a checklist of items required to be identified on residential plans. The list is not an all-exhaustive list and does not take the place of the City of Spring Valley Village Code of Ordinances or the Adopted International Codes. This is simply a guideline for base information to be submitted for plan review. It is not a substitute for, nor does it include everything to be indicated on a complete plan submittal package. **All items listed below MUST be provided unless otherwise approved by the Director of Community Development. Submissions consisting of multiple individual pages of plans will NOT be accepted and will returned back to applicant at the time of submission.**

PROJECT INFORMATION	
Address:	Date:
Contact Phone#:	* Total Square Footage:
Email Address:	
* Should include first/second levels/patios/garages and all covered spaces	

One (1) paper copy dropped off at City Hall and one (1) digital copy of the plan set with the following items should be sent via flash drive, or via downloadable link to planreview@springvalleytx.com. **Plans will NOT be accepted as CAD Files.** The digital copy should be titled: **New Residential Home for Project Address or Residential Remodel for Project Address**

RESIDENTIAL PLAN SUBMITTAL CHECKLIST		
1.	<input type="checkbox"/>	Provide a complete and accurate permit application
2.	<input type="checkbox"/>	Provide Engineer drawings (stamped and sealed by Texas licensed professional)
3.	<input type="checkbox"/>	Provide property survey (registered professional land surveyor of the State of Texas)
4.	<input type="checkbox"/>	Elevation Certificate for proposed construction
5.	<input type="checkbox"/>	Energy Code compliance letter/certificate
6.	<input type="checkbox"/>	Tree disposition plan / fence protection (Chap. 3 Sec. 3:1002)
7.	<input type="checkbox"/>	Scaled Floor Plan
8.	<input type="checkbox"/>	Framing Plan (signed by structural engineer)
9.	<input type="checkbox"/>	Fire Sprinkler System (must be provided on all new homes and additions / renovations / remodels over 50% of existing square footage or replacement cost of structure (Chap. 5))
10.	<input type="checkbox"/>	Elevations of structure (labeled)
11.	<input type="checkbox"/>	Height of structure and floor levels (Chap. 12 Sec. 05:02.03.02 & Ord. 2011-05 Sec. 2 03:H01)
12.	<input type="checkbox"/>	Electrical load analysis
13.	<input type="checkbox"/>	Foundation plan (stamped by Engineer) (Chap. 12 Sec. 1:02.01.02)
14.	<input type="checkbox"/>	Plumbing Gas Riser diagram and DMV diagram

One (1) Digital copy of the engineered drainage and grading plan must be submitted separate of the above plan set via flash drive, or via downloadable link to planreview@springvalleytx.com. **Plans will NOT be accepted as CAD Files.** The digital copy should be titled: **Drainage Plan for Project Address**

DRAINAGE AND GRADING PLAN SUBMITTAL		
1.	<input type="checkbox"/>	Engineered Drainage and Grading Plan

The following is a list of important information that should be noted on the plan set submitted for review. If these things are not indicated, it may result in plans having to be resubmitted causing delays in your project.

IMPORTANT INFORMATION TO BE NOTED ON PLANS	
1.	Lot Coverage Calculation (lot coverage should not exceed 50% of lot area in front of required building line and 60% of lot area behind the required building line. (Chap. 12 Sec. 05:02.08))
2.	Setbacks (All Setbacks shall be indicated on the Plan sets and shall meet the following requirements) (Chap. 12 Sec. 05:02.03.09)
2a.	<i>Front Setback:</i> (Chap. 12 Sec. 05:02.03.09.02) <ul style="list-style-type: none"> • Twenty-five (25) feet for lots fronting sixty (60) foot ROW • Thirty (30) feet for lots fronting fifty (50) foot ROW • Twenty (20) feet for lots fronting Cul-de-Sac
2b.	<i>Side Setback:</i> (Chap. 12 Sec. 05:02.03.09.03) <ul style="list-style-type: none"> • Eight (8) feet • Fifteen (15) feet for side yard that adjoins rear yard of another lot or local/collector street • Twenty-Five (25) feet for side yard that adjoins a major-thoroughfare
2c.	<i>Rear Setback:</i> (Chap. 12 Sec. 05:02.03.09.04) <ul style="list-style-type: none"> • Ten (10) feet for first floor level; Twenty-Five (25) for second floor level • Fifteen (15) feet for rear yard that adjoins a local/collector street • Twenty-Five (25) feet for rear yard that adjoins a major-thoroughfare
2d.	<i>Garage Setback:</i> (Chap 12 Sec. 05:02.01.04) <ul style="list-style-type: none"> • Five (5) feet behind the front wall line of the main dwelling
2e.	<i>AC Units / Pool Equipment:</i> (Chap. 12 Sec. 05:02.13) <ul style="list-style-type: none"> • Four (4) feet or more from property line
3.	Garages (Minimum of Four Hundred (400) square feet, ability to fit two (2) cars side by side) (Detached garages shall be one story only) (Carpports prohibited) (Chap. 12 Sec. 05:02.01)
4.	Balconies shall not extend more than twenty-four (24) inches into required building setbacks (Chap. 12 Sec. Three "Definitions" 03:M01)
5.	Driveway Width, Transition, and Separation (Maximum of twenty-four (24) feet at street intersection) (requirements and exceptions provided in Chap. 12 Sec. 05:02.03.10)

Residential Plan Review Resubmittal

Plans from time to time need to be resubmitted to address comments and concerns by the plan reviewer. **A partial submittal of individual sheets is NOT permitted and will delay the review process.** A complete set of plans is required to be resubmitted to ensure that both the field drawing set and the City's record set remain current and identical throughout the process. Resubmittals, if necessary, must be submitted in the same format and scale as the original submission. The City of Spring Valley Village will furnish a comment letter with all returned plan sets, and at the time of the resubmittal, included with the plan set shall be a response letter summarizing what changes were made based on the comment letter. On the plans, all revisions shall be clouded. Paper copy plans will need to be picked up after upon comment letter being issued. Once resubmitted the paper copy should also have a revision date on all plan sheets and the resubmitted digital copy should be titled: **Resubmission (include a number of resubmission Ex. "Resubmission #1") of New Residential Home for Project Address or Resubmission of Residential Remodel for Project Address or Resubmission of Drainage Plan for Project Address.**

Mid-plan review scope revisions which are voluntarily made by the applicant or the design team, and which do not directly relate to plan review correction comments must be brought to the attention of the plan review staff and detailed in the response to plan review correction comments letter. Mid-plan review scope revisions can require additional time for review and may require an additional fee.