

City of Junction City
Plan Review Check List

Project Name:	Project Address:
Owner/Agent:	Telephone:
Engineer/Architect:	Address:
Telephone:	
Email:	

General Requirements:

- All drawings shall be sealed, signed and dated by a professional (Licensed engineer or architect).
- All drawings must be neatly drawn and remain legible after copying.
- **The Project address must be listed in the title block of all plans.**
- Submittal of four (4) plans is required for the review.
- Plan review fee: 30% of the building permit fee, subject to the minimum plan review fee of \$500.00.

The following must be included in the submittal or they will be considered an incomplete set:

Civil Engineering Drawings	
Grading Plan - existing	
Grading Plan - proposed	
Site Plan - dimensions, setbacks, parking, signage	
Landscaping - if required	
Utility Layout - sanitary sewer, storm sewer and water lines	
Floor Plans	
Exterior Elevations - building height, parapet height, window sill dimensioned	
Building/Wall Sections - floor elevations, foundation, footing depth, roof pitch, window sill heights and details, etc.	
Architectural Details - footings, roof, parapet, connections, stair details, and plans	
Light and Vent Schedule	
Door and Window Schedule	
Structural Framing Plans	
Structural Details	
Plumbing Plans (to include fixture count for water meter sizing)	
Mechanical Plans	
Electrical Plans	
Emergency Lighting and Exit Path Plan	
Sprinkler Plans	
Erosion Control Plans	
Traffic Control	
Fire Code Footprint	
Kansas Department of Transportation Permit for access	

I, the undersigned applicant, understand that all required documents must be included in the submittal and that delays in the plan review time will be incurred for incomplete or incorrect submittals. A charge for 2nd plan review fees will be incurred.

Applicant Signature: _____

Date: _____

** Submitted plans may take up to three (3) weeks to review. Plan review comments will be returned in the form of a letter, please specify how you would prefer to be contacted (**please circle one**):

Mail

Email