



# UDC Plan Submittal Requirements

The following checklist is intended for use by submitters of UDC building plans to the City of Appleton.

- Two sets of hard copy building plans, 11x17 or larger, as well as digital plans. The building plans, along with digital versions of the wall bracing, site plan and energy worksheets, shall be emailed to richard.hamlet@appleton.org. **Plans will be reviewed within five (5) business days from submittal of a complete plan package.**
- PLOT PLAN size 8.5 x 11, drawn to scale, showing a scaled drawing of the lot with a scaled home located on the lot with proposed setback distances for the home to all of the adjacent property lines, exterior boundary of lot, address, parcel number, building address, bar scale or drawing scale, utility easements, north arrow and legend.
- LEGAL DESCRIPTION of the proposed building site—lot, block, subdivision.
- ELEVATION DRAWINGS (all four elevations are required), showing all building dimensions, **braced wall lines** and the location, size, and configuration of doors, windows, chimneys, roof vents, and exterior grade. Label egress windows.
- FLOOR PLANS, showing the size and location of rooms, doors, windows, hallways and stairs, chimneys and vents, attic access, and smoke detectors. All rooms and spaces must be labeled as to proposed or future use or labeled as “unfinished space.” If a room is labeled “Bonus Room,” it will be reviewed and approved as storage only. The ratio of window area to floor area should be calculated for all bedrooms and living areas of the building.
- FOUNDATION LAYOUT, showing the size and configuration of footings, foundation walls, columns, footings, and beams.
- TYPICAL BUILDING CROSS SECTION, showing the exterior grade, footing and foundation wall sizes and materials; wood frame wall, ceiling and floor construction; insulation; attic venting; species and grade of lumber used for joists, rafters, beams and columns; specification of steel used for beams and columns; thickness and reinforcement of concrete used for footings, walls and floors; and foundation drainage.
- STAIR DETAIL, showing platforms, rise, run, handrails, and headroom.
- TRUSS PLANS, AND TRUSS LAYOUT PLAN, must be submitted with the building plans or must be available to the field inspector, on site, at the time of rough-in inspection.
- ENERGY WORKSHEET, submitted on an approved form. **(REScheck software version 4.6.5 or newer, and 2009 IECC).** This must be reviewed before a building permit will be issued.
- ADDITIONAL INFORMATION: Building permit filled out with building size, setbacks, Contractor’s Dwelling Contractor Number and Dwelling Qualifier Number, contractor information, and the estimated cost of the project (less cost of land).

If you have any questions, feel free to contact the Building Inspector at 920-832-6411. Building Inspectors are in the office from 8:00 to 9:30 AM Monday through Friday.

City of Appleton – Dept. of Community Development – Inspection Division 100 North Appleton Street, Appleton WI 54911 Phone (920) 832-6411  
Website [www.appleton.org](http://www.appleton.org)