

Basic Project Planning Template

Purpose: This document equips property owners with a template that they can use to understand the basic planning elements of a construction project. It includes items that local building departments and design professionals usually require.

NOTE: FEMA recommends seeking advice and assistance from local building departments and design professionals as part of the planning process.

Target User: Homeowners

Address of Property or Assessor's Parcel Number (APN): _____

Latitude, Longitude: _____

Owner's Address: _____

Type of Construction:

- New construction/modular
- Mitigation or retrofit work
- Alteration, repairs or additions to existing buildings or structures
- Rehabilitation of historic property
- Demolition
- Foundation only
- Relocation
- Plumbing, mechanical, electrical systems
- Green project
- Property Maintenance as per the International Property Maintenance Code

Description of Work: _____

Type of Dwelling (one or two family dwelling or townhouse not more than three stories above grade as defined in IRC Section 101.2, or other residential structure as defined in IBC Section 310): _____

HAZARD INDICATORS

Design Wind Speed (see Section R301.2.1 of the IRC or Section 1609 of the IBC): _____

Seismic Design Category (see Section R301.2.2 of the IRC or Section 1613 of the IBC): _____

Snow Loads (see Section R301.2.3 of the IRC or Section 1608 of the IBC): _____

Flood Hazard Area (see Section R301.2.4 and Section R322 of the IRC or Section 1612 of the IBC):

Base Flood Elevation from the FEMA Flood Insurance Rate Map (if applicable): _____

Site is located in a designated Wildland-Urban Interface Area (see the ICC Wildland-Urban Interface Code): _____

Fire Protection Systems, such as automatic fire sprinkler systems (see Section R313 of the IRC or Section 901 of the IBC): _____

Jurisdiction / Building Department: _____

Architect/Engineer: _____

Design Plan: _____

General Contractor: _____

Subcontractors: _____

Insurance Coverage and Requirements: _____

Timeline: _____

Drawings and Plots (i.e., property dimensions, streets, underground utilities and easements, etc.):

BUILDING PERMIT

Does the construction project require a building permit?

Yes

No

If yes, Permit Numbers: _____

*A separate permit may be required for each individual structure outlined in a project (e.g., house, swimming pool, detached garage). A separate permit may be required if your project entails major upgrading or if multiple disciplines are involved such as electrical, cooling/heating (HVAC) and plumbing.

If yes, at what times during your project is it recommended that you schedule inspections?

INSPECTION SCHEDULE

You may have a number of inspection requirements during your construction project depending upon the type of project and the permits it requires. Please consult your local building department for requirements that pertain to your project. Permit requirements, details and inspections will vary depending on the type of project you are planning.

Type of Inspection: _____

Date: _____ Time: _____

Pass/Fail: _____

Type of Inspection: _____

Date: _____ Time: _____

Pass/Fail: _____

Type of Inspection: _____

Date: _____ Time: _____

Pass/Fail: _____

Type of Inspection: _____

Date: _____ Time: _____

Pass/Fail: _____

Type of Inspection: _____

Date: _____ Time: _____

Pass/Fail: _____

PROJECT COMPLETED / CERTIFICATE OF OCCUPANCY ISSUED:

Date: _____

Pass/Fail: _____