

NATIONAL COUNCIL OF BUILDING DESIGNER CERTIFICATION

Applicant Plan Evaluation Checklist

Instructions to Evaluators:

NCBDC APEC.1a: 4/4/16

1. Enter your name, the Applicant's name and the date of your review in the appropriate fields.
2. Using the construction drawings provided by the Applicant, please provide a score in the "Review Score" column for each of the check list items. The worksheet is programmed to automatically total the subtotals of each section, as well as the total score at the end of the worksheet.
3. Evaluators are to only fill in the YELLOW fields; Comments are to be directed to the Applicant.
4. Scoring: 0 = Not Provided; 1 = Poorly Done; 2 = Information Missing; 3 = Complete **OR** not applicable.

EVALUATOR'S NAME

DATE OF REVIEW

APPLICANT'S NAME

Review items according to 2012 IRC

1. COVER SHEET	POSSIBLE POINTS	REVIEW SCORE	COMMENTS
TITLE BLOCK, INCLUDING DESIGNER CONTACT INFO AND PROJECT DATA	3		
CODE REFERENCE, CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA [TABLE R301.2(1)]	3		
ZONING CRITERIA INCLUDING SETBACKS AND AREA CALCULATIONS	3		
INDEX OF DRAWINGS	3		
SUBTOTALS	12	0	

2. SITE PLAN	POSSIBLE POINTS	REVIEW SCORE	COMMENTS
TITLE BLOCK, INCLUDING DESIGNER CONTACT INFO AND PROJECT DATA	3		
SCALE	3		
NORTH ARROW	3		
LEGAL DESCRIPTION, INCL. LOT, BLOCK, SUBDIVISION	3		
FEMA FLOODPLAIN BOUNDARIES	3		
PROPERTY BOUNDARY LINES	3		
METES AND BOUNDS	3		
EXISTING TOPOGRAPHY	3		
PROPOSED TOPOGRAPHY	3		
EXISTING TREES AND VEGETATION	3		
PUBLIC IMPROVEMENTS (ROADS, CURBS, SIDEWALKS, ETC)	3		
PUBLIC UTILITIES	3		
ON SITE UTILITIES (WELL, SEPTIC, PROPANE TANK, GEOTHERMAL SYS.)	3		
BUILDING FOOTPRINT	3		
BUILDING PROJECTIONS, INCLUDING EXT. STAIRS, PORCHES, DECKS, CANTILEVERS	3		

LEAD WALKS AND PATHS	3		
RETAINING WALLS	3		
DRIVEWAYS	3		
FLOW LINES	3		
LIMITS OF DISTURBANCE	3		
EROSION CONTROL FEATURES	3		
SUBTOTALS	63	0	

3.A. FLOOR PLANS	POSSIBLE POINTS	REVIEW SCORE	COMMENTS
TITLE BLOCK, INCLUDING DESIGNER CONTACT INFO AND PROJECT DATA	3		
SCALE	3		
DIMENSIONS	3		
SECTION AND DETAIL REFERENCES	3		
WALL TYPE LEGEND	3		
WALL TYPES HATCHED	3		
ROOM LABELS	3		
DOOR LABELS	3		
DOOR SWINGS	3		
WINDOW LABELS	3		
WINDOW SWINGS, WHERE APPLICABLE	3		
EGRESS DOOR	3		
EMERGENCY ESCAPE OPENINGS IN SLEEPING AREAS	3		
SAFETY GLAZING NOTED AT HAZARDOUS LOCATIONS	3		
CHANGES TO UNIFORM CEILING SURFACES INCLUDING SKYLIGHTS, FURRED CEILINGS, TRAYS, COFFERS, ATTIC ACCESS, ETC, INDICATED WITH DASHED LINES	3		
MAJOR KITCHEN FEATURES (OR REF TO PLAN DETAILS)	3		
MAJOR BATHROOM FEATURES (OR REF TO PLAN DETAILS)	3		
MAJOR LAUNDRY FEATURES (OR REF TO PLAN DETAILS)	3		
STAIRWAYS, INCL DIRECTION, TOTAL RISES, CONSISTENT BREAKLINES, HAND & GUARD RAILS; OTHER ASSOCIATED FEATURES	3		
FIREPLACES, INCLUDING TYPE, HEARTH EXTENSION, OTHER ASSOCIATED FEATURES	3		
SUBTOTALS	60	0	

3.B. ROOF PLAN	POSSIBLE POINTS	REVIEW SCORE	COMMENTS
TITLE BLOCK, INCLUDING DESIGNER CONTACT INFO AND PROJECT DATA	3		
SCALE	3		
DIMENSIONS	3		
SECTION AND DETAIL REFERENCES	3		
WALLS REFERENCED BELOW	3		
ROOF SEGMENTS LABELED	3		
DIRECTION OF FLOW & PITCH OF EACH SEGMENT NOTED	3		
OPENINGS/PENETRATIONS INDICATED	3		
VENTILATION DESCRIBED	3		
SADDLES/CRICKETS NOTED	3		
ICE AND SNOW PROTECTION NOTED	3		
SUBTOTALS	33	0	

4. ELEVATIONS	POSSIBLE POINTS	REVIEW SCORE	COMMENTS
TITLE BLOCK, INCLUDING DESIGNER CONTACT INFO AND PROJECT DATA	3		
SCALE	3		
KEY DATUM DIMENSIONED	3		
SECTION AND DETAIL REFERENCES	3		
CLADDINGS HATCHED AND LABELED	3		
GUTTERS AND SPOUTING	3		
EXTERIOR STAIRS, PORCHES, STOOPS	3		
^ASSOCIATED HAND AND GUARD RAILS	3		
WINDOW AND DOOR LABELS	3		
SILL HEIGHT<24" AFF: PROTECTION REQUIRED	3		APPLICABLE WHERE REQUIRED
ROOF SLOPES INDICATED	3		
GRADE LINES, W/ POSITIVE SLOPE AWAY FROM WALLS	3		
CLEARANCE BETWEEN FINISH GRADE AND WOOD ELEMENTS	3		
FOUNDATION INDICATED W/ DASHED LINES	3		
SUBTOTALS	42	0	

5.A. CROSS SECTIONS	POSSIBLE POINTS	REVIEW SCORE	COMMENTS
TITLE BLOCK, INCLUDING DESIGNER CONTACT INFO AND PROJECT DATA	3		
SCALE	3		
KEY DATUM DIMENSIONED	3		
ALL MAJOR STRUCTURAL ASSEMBLIES LABELED AND DESCRIBED	3		

ALL CONTINUOUS LOAD PATHS DESCRIBED OR INDICATED	3		
ALL INTERSTITIAL SPACES NOTED (CHIMNEYS, CHASES, FURRED CEILINGS, ETC)	3		
STAIRWAY GEOMETRY (RISE, RUN, HEADROOM, LANDINGS, RAIL HEIGHTS, ETC) DEFINED & DIMENSIONED	3		
ROOF SLOPES INDICATED	3		
PROJECTIONS DIMENSIONED	3		
SUBTOTALS	27	0	

5.B. SECTION DETAIL	POSSIBLE POINTS	REVIEW SCORE	COMMENTS
TITLE BLOCK, INCLUDING DESIGNER CONTACT INFO AND PROJECT DATA	3		
SCALE	3		
EACH ELEMENT OF ALL MAJOR STRUCTURAL ASSEMBLIES LABELED AND DESCRIBED	3		
CONNECTIONS BETWEEN STRUCTURAL ELEMENTS DESCRIBED	3		
CONTINUOUS WRB, & FLASHINGS AT EACH EXTERIOR TRANSITION DESCRIBED	3		
INSULATION MATERIALS AND R-VALUES INDICATED	3		
PROJECTION OF FOUNDATION ABOVE GRADE DIMENSIONED	3		
PROJECTION OF FOOTINGS BEYOND FOUNDATION WALLS DIMENSIONED	3		
SOIL BEARING CAPACITY NOTED	3		
FOUNDATION DRAINAGE DESCRIBED	3		
FOUNDATION WALL CAPABLE OF SUPPORTING UNBALANCED FILL	3		
REINFORCEMENT SIZE AND SPACING	3		
FOOTINGS EXTEND BELOW FROST LINE	3		
WOOD ELEMENTS PROTECTED FROM DECAY	3		
FLOOR & ROOF ASSEMBLIES CAPABLE OF SUPPORTING LIVE LOADS	3		
FLOOR & ROOF ASSEMBLIES CAPABLE OF SUPPORTING DEAD LOADS, INCLUDING INTERIOR BEARING WALLS, POINT LOADS, CANTILEVERS, ETC	3		
LATERAL SUPPORT FOR TRUSSES INDICATED	3		

MINIMUM 1 1/2" BEARING FOR FLOOR & ROOF ASSEMBLIES	3		
SLABS SUPPORTED BY SAND OR GRAVEL FILL	3		
VAPOR RETARDER UNDER SLAB	3		
SLAB THICKNESS & REINFORCEMENT DESCRIBED	3		
DECKS AND EXTERIOR FEATURES- CONNECTIONS & FLASHING DESCRIBED	3		
IF CRAWLSPACE: FINISHED GRADE, ACCESS, VENTILATION & VAPOR RETARDER DESCRIBED	3		
FIRE BLOCKING WHERE REQUIRED	3		
ATTIC VENTILATION DESCRIBED; IF NO ATTIC, INCLUDE DESCRIPTION OF PROTECTION AGAINST CONDENSATION IN ROOF CAVITIES	3		
SUBTOTALS	75	0	

6.A. STRUCTURAL: FOUNDATION PLAN	POSSIBLE POINTS	REVIEW SCORE	COMMENTS
TITLE BLOCK, INCLUDING DESIGNER CONTACT INFO AND PROJECT DATA	3		
SCALE	3		
SECTION AND DETAIL REFERENCES	3		
WALLS DIMENSIONED	3		
WALL TYPES HATCHED AND DESCRIBED	3		
PROJECTION OF FOOTINGS INDICATED WITH DASHED LINE	3		
PIER & FIREPLACE FOOTINGS & BEAMS/COLUMNS/POSTS DESCRIBED AND DIMENSIONED	3		
RADON VENT INDICATED	3		
WINDOW & DOOR OPENINGS DIMENSIONED	3		
OTHER OPENINGS AND SLEEVES	3		
SILL ANCHORAGE DESCRIBED	3		
PLUMBING FIXTURES INDICATED & DIMENSIONED	3		
BRICK LEDGE NOTED	3		
SUBTOTALS	39	0	

6.B. STRUCTURAL: FLOOR FRAMING PLANS	POSSIBLE POINTS	REVIEW SCORE	COMMENTS
TITLE BLOCK, INCLUDING DESIGNER CONTACT INFO AND PROJECT DATA	3		
SCALE	3		
SECTION REFERENCES	3		
WALL BELOW INDICATED	3		
BEAMS & HEADERS INDICATED	3		
BEAMS & HEADERS NOTED WHETHER DROPPED OR FLUSH	3		
POSTS @LOADS FROM ABOVE NOTED	3		
JOIST SPACING NOTED	3		
JOIST MATERIAL NOTED	3		
OPENINGS AND INTERSTITIAL SPACES NOTED	3		
SUBTOTALS	30	0	

6.C. STRUCTURAL: ROOF FRAMING PLANS	POSSIBLE POINTS	REVIEW SCORE	COMMENTS
TITLE BLOCK, INCLUDING DESIGNER CONTACT INFO AND PROJECT DATA	3		
SCALE	3		
SECTION REFERENCES	3		
WALL BELOW INDICATED	3		
BEAMS & HEADERS INDICATED	3		
BEAMS & HEADERS NOTED WHETHER DROPPED OR FLUSH	3		
POSTS @LOADS FROM ABOVE NOTED	3		
RAFTER/TRUSS SPACING NOTED	3		
RAFTER MATERIAL NOTED	3		
OPENINGS AND INTERSTITIAL SPACES NOTED	3		
LATERAL BRACING INDICATED	3		
SUBTOTALS	33	0	

6.D. STRUCTURAL: BRACED WALL ANALYSIS	POSSIBLE POINTS	REVIEW SCORE	COMMENTS
TITLE BLOCK, INCLUDING DESIGNER CONTACT INFO AND PROJECT DATA	3		

LABELED & KEYED BRACED WALL DIAGRAM (PLAN)	3		
BRACED WALL CHART	3		
SUBTOTALS	9	0	

6.E. STRUCTURAL: ENGINEER'S SPECIFICATIONS	POSSIBLE POINTS	REVIEW SCORE	COMMENTS
TITLE BLOCK, INCLUDING DESIGNER CONTACT INFO AND PROJECT DATA	3		
DESIGN LOADS	3		
DESIGN VALUES OF MATERIALS	3		
SUBTOTALS	9	0	

7. ELECTRICAL PLANS	POSSIBLE POINTS	REVIEW SCORE	COMMENTS
TITLE BLOCK, INCLUDING DESIGNER CONTACT INFO AND PROJECT DATA	3		
SCALE	3		
SERVICE ENTRANCE FEATURES	3		
CONVENIENCE OUTLETS TO CODE	3		
SPECIALTY OUTLETS	3		
FIXED APPLIANCES AND EQUIPMENT	3		
SWITCHING	3		
AREA LIGHTING	3		
STAIRWAY LIGHTING	3		
EXTERIOR DOOR LIGHTING	3		
DEVICE/FIXTURE LEGEND	3		
SMOKE & CO ALARMS	3		
SUBTOTALS	36	0	

TOTAL POINTS	468	0	
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