

Pre-Construction Plan Review Template

Streamline your plan analysis like a pro – by BuildSmart Academy

☒ 1. Project Information Overview

- ☐ Project Name: _____
 - ☐ Project Address: _____
 - ☐ Parcel ID / Folio #: _____
 - ☐ Owner / Client: _____
 - ☐ Municipality & Jurisdiction: _____
 - ☐ Zoning Designation: _____
 - ☐ Type of Project: ☐ New Build ☐ Remodel ☐ Addition ☐ TI (Tenant Improvement)
 - ☐ Date of Review: _____
 - ☐ Reviewer Name: _____
 - ☐ Architect / Engineer of Record: _____
 - ☐ General Contractor / Builder: _____
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2. Drawing Set Inventory

- ☐ Cover Sheet & Sheet Index
- ☐ Architectural Plans (Floor Plans, Elevations, Sections)
- ☐ Structural Plans
- ☐ Mechanical Plans
- ☐ Electrical Plans
- ☐ Plumbing Plans
- ☐ Civil / Grading / Site Plans
- ☐ Truss Engineering (Layout + Calculations)
- ☐ Energy Compliance (Manual J, S, D or Florida Energy Form)
- ☐ Survey (Boundary + Topographic)
- ☐ Elevation Certificate (if applicable)
- ☐ Soil Report / Geotechnical Report

- ☐ Manufacturer NOAs / Product Approvals (Roof, Windows, etc.)
 - ☐ Landscape / Irrigation Plans
 - ☐ Pool or Accessory Structure Plans (if applicable)
 - ☐ Asbestos Survey (if remodeling older structures)
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3. Plan Accuracy & Coordination Check

- ☐ Sheet Numbers match Sheet Index
 - ☐ Revisions + Dates clearly shown
 - ☐ Consistent North Arrow & Scale
 - ☐ Dimensions match across plans
 - ☐ Plans match survey measurements
 - ☐ Easements / Setbacks clearly marked
 - ☐ Existing vs Proposed clearly labeled
 - ☐ Notes & Schedules cross-referenced correctly
 - ☐ Engineer + Architect Seals + Signature pages included
 - ☐ Version Control: Is this the latest full set?
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4. Architectural Review

- ☐ Floor Plan layout matches Elevations and Sections
 - ☐ Door & Window Schedules accurate (sizes + types)
 - ☐ Ceiling Heights called out on all levels
 - ☐ Room names + finishes defined
 - ☐ Stairs, landings, and clearances per code
 - ☐ Emergency Egress from all habitable rooms
 - ☐ ADA Compliance (if required)
 - ☐ Roof slope, drainage direction, and overhangs defined
 - ☐ Waterproofing / Flashing Details called out
 - ☐ Finish Schedule aligns with client expectations
 - ☐ Material transitions clearly shown
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5. Structural Review

- ☐ Foundation Plan aligns with Soils Report + Survey
 - ☐ All beam, column, and post details provided
 - ☐ Framing Layout (roof/floor/walls) coordinated
 - ☐ Uplift connectors, shear walls, and hold-downs labeled
 - ☐ Lintel + Header Schedule provided
 - ☐ Reinforcement Schedule clearly defined
 - ☐ Structural Calculations Attached or Referenced
 - ☐ Slab depressions + step-downs noted
 - ☐ Roof Load Path Continuity Checked
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6. MEP Review

Mechanical:

- ☐ HVAC Equipment Schedule + Locations
- ☐ Ductwork shown with returns + supplies labeled
- ☐ Vent terminations (roof/wall) marked
- ☐ Manual J, S, D or equivalent included

Electrical:

- ☐ Panel Schedule matches layout
- ☐ GFCI / ARC-Fault / Exterior outlets labeled
- ☐ Lighting plan + switching logic checked
- ☐ Smoke + CO detector layout complete
- ☐ Low-voltage / AV / Smart System stub-outs defined

Plumbing:

- ☐ Fixture Counts match plumbing plans
 - ☐ Riser Diagrams with vent/waste layout
 - ☐ Water Heater, Hose Bibbs, Cleanouts labeled
 - ☐ Underground plumbing routing shown
 - ☐ Backflow Preventer location shown
 - ☐ Roof Drainage (if flat roof) planned
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7. Site Plan Review

- ☐ Property lines match survey
- ☐ Building footprint within setbacks

- ☐ Driveways, sidewalks, pools, fences shown
 - ☐ Elevations + slope arrows on grading plan
 - ☐ Drainage / Swale system detailed
 - ☐ Retaining walls + heights labeled
 - ☐ Utility connections (water, sewer, electric) shown
 - ☐ Impervious surface calculations
 - ☐ Tree protection / removal plan
 - ☐ Dumpster / material storage / porta-john locations planned
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8. Final Review Notes & Action Items

- ☐ Conflicts Between Plan Sets: _____
- ☐ Missing Info or RFIs Needed: _____
- ☐ Coordination Notes / Next Steps: _____
- ☐ Questions / Comments to Architect or Engineer: _____
- ☐ Attach Photos, Markups, or Redlines as needed