



FEMA

BUILDING CODES TOOLKIT

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 that local building department and design professionals usually require and/or consider.

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

Target User: Property owners.

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

Owner's Name:

Owner's Address:

Owner's Phone Number:

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

Description of Work:

Funding:

Architect/Engineer:

Design Plan:

General Contractor: