



# 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: