

**DETACHED STRUCTURES**  
(1,000 square feet or more)

**BUILDING PERMIT APPLICATION**  
**SUBMITTAL REQUIREMENTS**

**All permit applications must have:**

- A site plan showing the proposed addition, the outside dimensions of the structure, the distances in feet, to the front, sides and rear property lines.
- Two (2) sets of complete construction documents that show in detail the code compliance for all of the work

**REQUIRED INFORMATION**

- \_\_\_ Footing detail (including depth below frost line)
- \_\_\_ Type of foundation
- \_\_\_ Roof rafter size (Example: 2x6, 2x8, 2x10, etc.)
- \_\_\_ Rafter spacing (Example: 16" on center, 24" on center, etc.)
- \_\_\_ Thickness and type of roof sheathing
- \_\_\_ Ceiling joist size and spacing
- \_\_\_ Floor joist size and spacing
- \_\_\_ Wall sections showing top, bottom plate and headers
- \_\_\_ Location and size of all beams, girders/headers
- \_\_\_ Sizes of all doors
- \_\_\_ Electrical (if applicable)
- \_\_\_ Plumbing (if applicable)
- \_\_\_ Mechanical (if applicable)
- \_\_\_ Completed building permit application

**If possible, please print out and complete the  
cross section submittal sheet on this site**