

SINGLE FAMILY HOMES/ADDITIONS

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, thickness, width and rebar
- ___ Type of foundation – showing type of masonry, waterproofing and anchorage of home to foundation
- ___ Roof rafter size – species and grade of wood
- ___ 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 and bottom plates and headers)
- ___ Location and size of all beams
- ___ Sizes of all doors
- ___ Window type – including sizes and the net clear opening dimensions of all sleeping room windows (for emergency egress)
- ___ Smoke alarms – number and placement
- ___ Insulation. (Rescheck) U-values for windows, R-values for exterior walls, attic and foundation
- ___ Heating (if applicable)
- ___ Plumbing (if applicable)
- ___ Electrical (if applicable)
- ___ Sewer permit Number (if applicable)
- ___ Completed building permit application