

PLAN REQUIREMENTS FOR RESIDENTIAL BUILDING PERMITS

Construction drawings for your project are necessary for the Building Inspector's plan check process. Plans must be completed in indelible reproductions, such as copies, blueprints or ink on good grade white paper. They must be drawn to scale or with dimensions, showing clearly all of the work to be done.

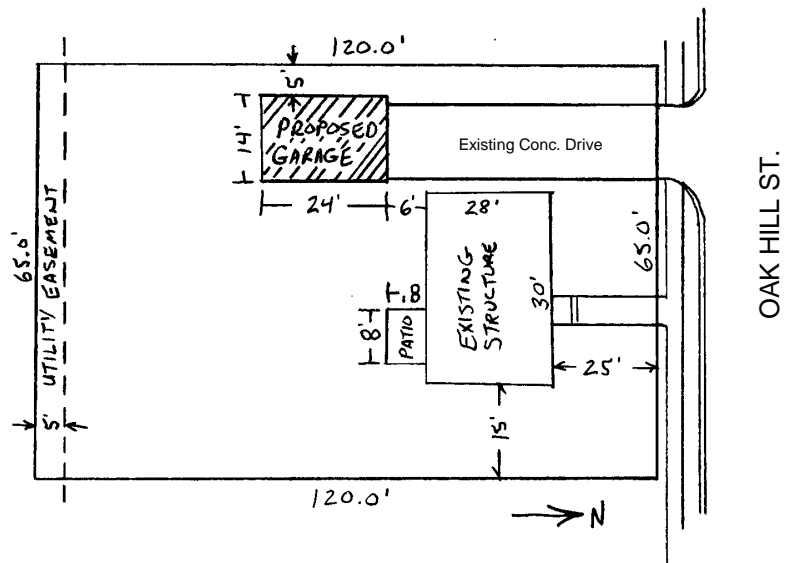
Two copies of plans are required to be submitted, one of which will be marked APPROVED, with any additions or corrections noted, and returned to you. The approved plans should be kept at the job site at all times. The following list indicates the drawings and details required for each permit:

Plot Plan REQUIRED for: ALL PROJECTS (exception interior remodel only)

PLOT PLAN

Scale 1" = 10' or 20' or
 1/16"=1' or 1/8"=1'

- Entire property with dimensions or boundaries, and north arrow
- Location of existing structures and proposed structures or addition, with dimensions and distances from property lines.
- Names of bordering streets
- Location of existing alleys
- Locations of easements
- Locations of drives and parking, labeled by type (asphalt, concrete, gravel)

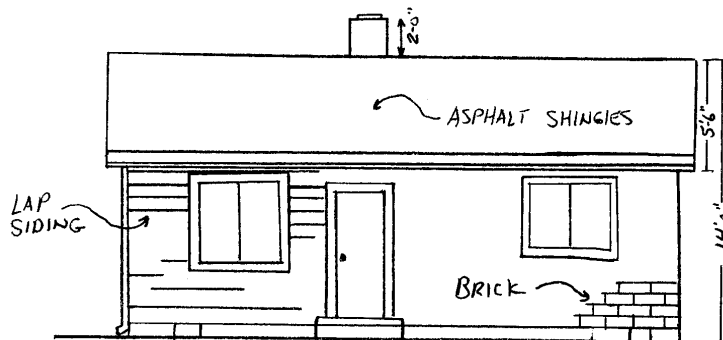


Elevation Plan REQUIRED for: New Construction – Additions

Elevations

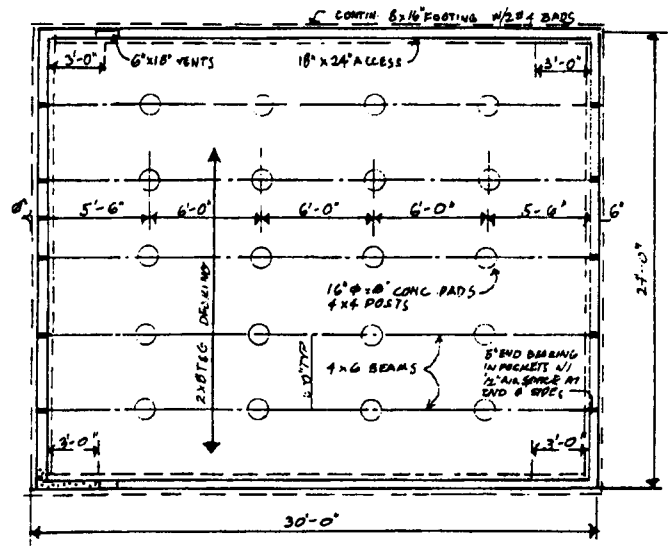
Scale 1/4" = 1'

- Label FRONT, REAR, or NORTH, EAST, etc.
- All sides of building with exterior materials indicated
- Depth of wall footings with foundations.



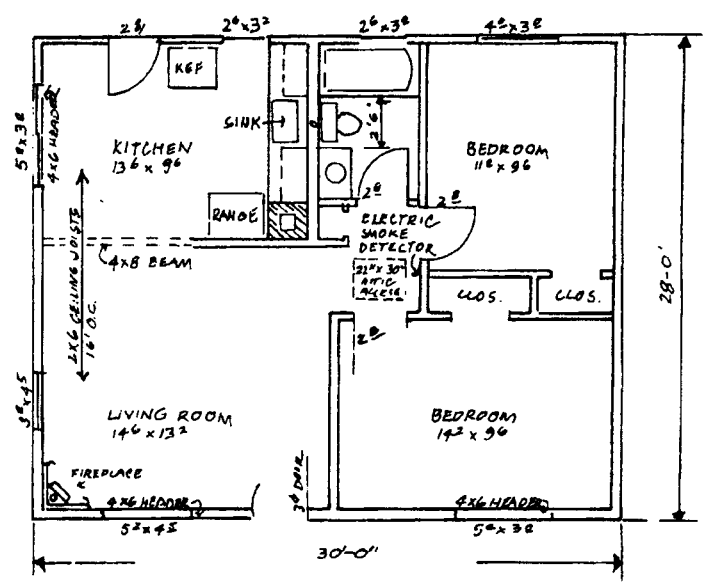
Foundation Plan REQUIRED for: New Construction – Additions

- Foundation Plan**
- Scale 1/4" = 1'
- Layout of foundation walls and concrete slabs, with dimensions
 - Size and location of footings, post, beams, air vents, access holes, and integral footings in slabs
 - Size, direction and spacing of floor joists and/or beams



Floor Plan REQUIRED for: New Construction – Additions - Remodel

- Floor Plans**
- Scale 1/4" = 1'
(For each floor including basement)
- Size and arrangement of rooms and partitions with rooms or spaces labeled
 - Window size and type, door size and type, direction of door swing
 - Framing plan of each floor and roof if framing is complicated
 - Total square footage of living space for each floor, and total square footage or garage and other accessory spaces




DETAILS


Clearly show all sizes, materials, connections and construction of the following if applicable:

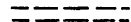
- Window details if not shown on floor plans
- Fireplace and chimneys
- Roof truss design with stress analysis or name of manufacturer
- Roof hips and valleys, decks, stairways, etc.

For an addition or renovation, show schematic floor plan of entire house to scale. Dimensions and details are needed only where new work is to be done.

Wall Key for Remodels:

EXISTING 

NEW 

REMOVED 

PERMIT WILL BE REJECTED IF PROPER PLANS ARE NOT SUBMITTED
HELP is available – Just Ask!