



Residential Building Permit Requirements

The following items must be submitted before the issuance of a building permit.
Complete and accurate information will expedite the plan review process.

1. Signed and complete Permit Application form
2. Two (2) copies of completed detailed plans drawn to 1/4" scale.
3. Two (2) copies signed certificate of survey (drawn to scale) including:
 - a. The statement: "I hereby certify that the proposed grades, lot elevations, building elevations and foundation type are in conformance with the approved grading plan except as noted."
 - b. Building elevations for the top of foundation and garage floor. The garage floor and top of foundation must be at least 18 inches above the curb at the center of the driveway. Buildings with less than 35 feet setback from the street may be approved with alternate elevations.
 - c. Foundation type (full basement, lookout, and walkout).
 - d. Driveway grade. (3% minimum, 10% maximum)
 - e. Building dimensions including cantilevers, bay windows, decks and porches.
 - f. Setback dimensions from building(s) to adjacent property lines.
 - g. Spot elevations conforming to the as built grading plan at the following locations: lowest ground elevation adjacent to the building, lot corners, high point drainage breaks, where drainage swales intersect lot lines and where ponding easements intersect lot lines.
 - h. Curb elevation at the center of proposed driveway and extended lot lines.
 - i. Easements and drainage ways abutting or within the property.
 - j. Drainage arrows.
 - k. High water level for adjacent ponds, wetlands and other water features.
 - l. Existing elevations of adjacent buildings and lot corners.
 - m. Erosion control measures.
 - n. Sewer and water layout.
4. Additional submittal information may be required as determined by the building inspector.
5. Contractor's current license and expiration date.

While not all inclusive, the above comments should be used as a general guide to code compliance. Complete and accurate information will expedite the plan review process.



**SINGLE FAMILY BUILDING PERMIT REQUIREMENTS
MINIMUM PLAN REQUIREMENTS**

**Complete and accurate information provided on plans submitted will expedite the plan review process.
Additional information may be required as determined by the building inspector.**

1. FOUNDATION PLAN – ¼” SCALE MINIMUM

- a) Completely and accurately dimensioned
- b) Footing sizes and locations:
 - 1) exterior and interior bearing walls
 - 2) post pad footings
 - 3) porch and/or deck footing
 - 4) fireplace footings
- c) Vertical foundation wall reinforcement – 1 #4 bar at 5’ wall height, 1 #5 bar at 6’-7’ wall height, 1 #6 bar at 8’ wall height installed at maximum of 6’ on center. Anchor bolts and align with vertical reinforcing. If foundation walls are parallel to floor framing, solid blocking or diagonal bracing must be installed at anchor bolt locations in the first two joist or truss spaces. In addition, approved metal angle clips must be used to fasten floor joist or blocking to the sill at the anchor bolt locations.
- d) Brick ledge and stepped wall locations
- e) Door and window locations and sizes
- f) Interior wall construction materials
- g) Identify cantilevers and method of construction
- h) Identify plate materials
- i) Size of all beams and headers
- j) Crawl space location, access size, wall insulation
- k) Floor joist site, spacing and direction
- l) Identify room use by name
- m) Identify unexcavated areas
- n) Location of: furnace, smoke detector(s), water heaters, floor drain(s), sump pump, bathroom fixtures, water meter
- o) Location and size of stairs, direction of travel
- p) Slab on grade dwellings must have draitile installed at the footing level around the entire perimeter of the building, including the garage. The draitile must be connected directly to the storm sewer if available. If storm sewer is not available, a sump basket and pump is required per Ordinance Chapter

- q) Poured foundations – identify wall thickness reinforcement size and location
- r) Wood foundations - require completion of "Supplement to Building Permit for Wood Foundations".

2. FLOOR PLAN(S) – ¼” SCALE MINIMUM

- a) Completely and accurately dimensioned
- b) Door and window location and sizes
- c) Brick facing location
- d) Identify cantilevers and method of construction
- e) Size all beams and headers
- f) Floor joists size, spacing and direction
- g) Identify room use by name
- h) Location and size of stairs, direction of travel
- i) Deck and/or porch construction:
 - 1) Floor joist size and spacing
 - 2) Beam and header size
 - 3) Rafter/truss size and spacing
- j) Attic access size and location
- k) Location of fireplace, type of fireplace, hearth size
 - l) Rafter/truss size and spacing
- m) Location of any girder trusses
- n) Handrail and/or guardrail - height and spacing of stiles or rails
- o) Location of furnace flue
- p) Smoke detector(s) location
- q) Location of plumbing fixtures and exhaust fans
- r) Identify garage firewall construction and self-closing fire door



**SINGLE FAMILY HOME BUILDING PERMIT REQUIREMENTS
MINIMUM PLAN REQUIREMENTS – Cont.**

3. CROSS SECTION(S) – ¼” SCALE MINIMUM

(Provide necessary cross sections which shall be sufficiently detailed to indicate the location, nature and extent of the work proposed)

- a) Footing size - exterior and interior bearing walls
- b) Drantile location
- c) Foundation type, size, number of courses of block, reinforcing
- d) Anchor bolt size and spacing's
- e) Identify plate materials
- f) Identify floor joist size and spacing
- g) Identify flooring material
- h) Label foundation insulation, R-value and vapor barriers
- i) Basement floor thickness
- j) Stairway - rise, run, headroom and handrail
- k) Exterior wall construction:
 - siding
 - sheathing (type, thickness)
 - spacing
 - insulation
 - vapor barrier
 - interior finish stud size and
 - sill plate material type
- l) Ceiling height
- m) Roof construction
 - rafter/truss size and spacing .
 - roof sheathing
 - attic insulation
 - roof ventilation
 - soffit ventilation
 - ceiling finish
 - ceiling vapor barrier
 - ice build-up protection .
 - soffit/fascia material
 - wind wash

4. ELEVATIONS – ¼” OR 1/8” SCALE

- a) Roof pitch
- b) Roof ventilation
- c) Roof overhang dimension
- d) Siding material (exterior finish materials)
- e) Location of doors and windows
- f) Location of decks and/or porches
- g) Location and height of chimney
- h) Location of chimney saddle
- i) Location of 4" minimum house numbers