REQUIRED SUBMITTALS FOR BUILDING PERMIT APPLICATIONS

Completed Building Permit Application

Site Plan: (New construction/addition)

(MUST SUBMIT A CERTIFICATE OF SURVEY AS PER THE ATTACHED REQUIREMENTS)

Minimum Requirements for a site plan when a certificate of survey is not required (use attached form):

1) Drawing to scale (1" = 30')
2) Legal description of property or address
3) Lot dimensions
4) Indicate easements
5) Indicate property setback requirements
6) Show building location on the property and distances to lot lines

Grading plan (when required by Engineering Department for any grade change to existing site)

Provide Energy Calculations (new construction/addition)

Provide Drainage Plan (new construction/addition)

Provide Engineer's Certification of Truss Drawings (for all floor and roof designs - minimum 11”x17” size) and Specifications. All headers and beams must be clearly identified for size and type of lumber. Any engineered members must be identified with load calculations and location.

Provide TWO COPIES of Plans and Specifications

Minimum requirements:

1) Footings location and design
2) Floor plan
3) Elevation view of each side
4) Cross section of building from footings to roof
5) Materials, dimensions, and other pertinent construction material information
6) Legal description of property and/or address

<u>WORK IS NOT TO BEGIN UNTIL A BUILDING PERMIT HAS BEEN ISSUED FOR THE PROJECT.</u>