



Required Materials for Projects Increasing Building Footprint

- Completed Building Permit Application
- Site Plan:
Must submit a certificate of survey.

Minimum Requirements for a site plan when a certificate of survey is not required:

- 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 and Drainage Plans (when required by Engineering Department for any grade change to existing site)
 - Provide Energy Calculations
 - Provide Engineer's Certification for the following items:
 1. Truss Drawings -Layout (for all floor and roof designs - minimum 11"x17" size) and Specifications (8-1/2" x 11").
 2. Provide engineering design on walls over 10 FT tall.
 3. 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) All headers and beams must be clearly identified for size and type of lumber.
- 4) Elevation view of each side
- 5) Cross section of building from footings to roof
- 6) Materials, dimensions, and other pertinent construction material information
- 7) Legal description of property and/or address

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