



Code Administrators, Inc.

Plan Review ~ Code Inspection ~ Code Consulting ~ Code Education ~ Code Development
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PLAN SUBMITTAL GUIDE FOR RESIDENTIAL ADDITIONS

The following is a guide to help with the submission of plans and data for residential additions.

OVERVIEW

A building permit is required for all residential additions when: (1) additional structure is added, (2) when an existing structure is altered, or (3) when a change of use to an existing space is established, including partition wall changes. Cosmetic changes to a dwelling, such as cabinet refacing, siding replacement and painting do not require a building permit. An upgrade in doors and windows requires a permit when existing openings are to be enlarged requiring the addition of larger structural headers. The addition or replacement of structural members to a roof or the addition of roofing materials over existing layers of roofing requires a building permit. Review Section 907 in the 2006 International Residential Code for One and Two Family Dwellings for specifications on re-roofing.

PERMIT APPLICATION

The first step in the building permit process is to completely fill out the appropriate Zoning, Use and/or Building permit applications.

Submit the following along with the permit application:

- ✓ 3 copies of a site plan, floor plan and cross section with specifications.

The site plan is for zoning review while the office of the building official reviews the floor plans, cross sections and specifications. One set of complete plans will remain at the office of the building official in order to make the inspection process easier, while the second set of plans will be returned to the applicant. Plans returned are to remain on the job site until final inspections have been completed.

INFORMATION REQUIRED IF APPLICABLE

- ✓ Location of an on lot sewage system
- ✓ Location of the 100-foot clear sight triangle for all corner lots. Any lot which contains a 100 foot clear sight triangle **MUST** have the following note written on the site plan – **“Nothing shall be placed, planted, set or put within the area of the 100 foot clear sight triangle that obscures motorist vision.”**
- ✓ Location of the 100-year floodplain and the 100-year floodplain elevation
- ✓ The lowest floor elevation for lots with a floodplain must be noted on the site plan
- ✓ The boundaries of the 100-year floodplain must be field staked prior to any on site construction
- ✓ Location of all known wetland areas
- ✓ All variances and special exceptions must be noted on the site plan, including case number and approved date.



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General Plan Requirements

Scaled drawings – Scale shall be indicated on each plan.

Provide full cross cut sectional drawing of each different area to be constructed.

- ✓ Identify the use of all new and adjacent spaces
- ✓ Indicate dimensions of all areas (including rooms, stairways, hallways, doors, etc.)
- ✓ Indicate all interior and exterior bearing walls by highlighted or hatching such areas
- ✓ Provide complete beam schedule with minimum bearing requirements and support columns. (Manufacturer's engineering is required for the manufactured beams selected)
- ✓ Identify all point load locations requiring blocking to solid foundation
- ✓ Indicate floor joist size and spacing and direction, span and type of lumber for all areas
- ✓ Label all applicable items to match their respective schedules (i.e. beams, columns, windows, doors)
- ✓ Provide complete window schedule, included with manufacturer's name, catalog number, location, size and type
- ✓ Glazing – label all hazardous glazing locations
- ✓ Indicate fire separation between garage and residence. Include drywall and opening protection specifications
- ✓ Location of smoke detectors:
 - Each sleeping room
 - Each level of house
- ✓ Provide location of access panels for:
 - Attics
 - Crawl spaces
 - Whirlpool motors
 - Mechanical equipment
- ✓ Location of direct-vented bathroom ventilation
- ✓ Identify fireplace location, footing size and thickness, width of hearth, firebox depth, clearance to combustibles and construction type: Include brand and model number for pre-manufactured units
- ✓ Handrail and guardrail locations for all areas
- ✓ Skylight locations
- ✓ Location of all plumbing, mechanical and electrical equipment

Foundation Plans

Scaled drawings – Scale shall be indicated on each plan.

Provide full cross cut sectional drawing of each different area to be constructed.

- ✓ Indicate all footing dimensions and specifications
- ✓ Footings must be continuous
- ✓ Indicate all pier pad, column and beam locations, sizes and specifications
- ✓ Indicate type and location of any footing or foundation reinforcement
- ✓ Indicate sump pit, ejector pit, and plumbing rough-in locations
- ✓ Crawl space ventilation locations and sizes
- ✓ Location of all plumbing, mechanical and electrical equipment
- ✓ Details of beam pocket construction



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Cross Sections

Scaled drawings – Scale shall be indicated on each plan.

Provide full cross cut sectional drawing of each different area to be constructed.

Provide cross sections of unique areas or complex construction details.

- ✓ Footings continuous – size, thickness, depth below-grade, size and location of reinforcement
- ✓ Sill plate/Anchor bolts – size, spacing and location
- ✓ Transition block location
- ✓ Basement/Garage slabs – thickness and reinforcement
- ✓ Foundation wall – size, thickness and reinforcement
- ✓ Foundation wall – size, height of backfill, method of dampproofing, type of mortar and type and location of reinforcement
- ✓ Foundation drain – stone, filter type and location
- ✓ Crawl spaces – height of framing members above exposed earth, vapor barrier, ventilation and access from floor shall be a minimum of 18" x 24", access from perimeter shall be a minimum of 16" x 24".
- ✓ Floor joist members – indicate size, spacing, span, direction, lumber species and grade of lumber to be used
- ✓ Floor sheathing – thickness and type
- ✓ Wall framing details – size spacing
- ✓ Wall bracing – corner and intermediate bracing
- ✓ Location of all headers, beams and steel lintels to match required schedule
- ✓ Ceiling heights – indicate ceiling heights in all areas
- ✓ All stairways, rise, tread depth nosing overhang and headroom (6'8" required)
- ✓ Handrails. Indicate handrail(s) mounting height and graspability (cross-dimension maximum) include connection or termination detail to post or wall
- ✓ Guardrails – indicate height and spacing for raised floor surfaces above 30"
- ✓ Interior finish on wall and ceilings
- ✓ Brick/stone veneer
 - Sheathing paper
 - Masonry tie type and spacing
 - Weephole location
 - Flashing details
- ✓ Exterior wall covering, insulation, moisture barrier
- ✓ Cross Ventilation – type of system and location
- ✓ Roof pitch
- ✓ Engineered/Manufactured Roof Systems; Drawings to include: size, spacing, span, direction, bracing and pitch of roof
- ✓ Hand framed roof members – include size, spacing, span, direction, pitch of roof, collar ties, species and grade of lumber to be used
- ✓ Roof sheathing and finish materials



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Chimneys & Fireplaces

SECTION

- ✓ Footing thickness and width
- ✓ Ash pit/clean-out location
- ✓ Hearth slab details and reinforcement
- ✓ Hearth dimension
- ✓ Hearth extension of front and sides of fireplace
- ✓ Type and thickness of firebox wall
- ✓ Distance from damper opening to throat

PLAN

- ✓ Footing thickness and width
- ✓ Clean-out location
- ✓ Thimble size and distance to combustibles (wood burning/coal burner)
- ✓ Flue liner size and surrounding materials
- ✓ Fire-stopping between floors (if applicable)
- ✓ Termination above roof
- ✓ Steel lintel size
- ✓ Clearance to combustibles
- ✓ Fire-stopping details between floors (if applicable)
- ✓ Combustible mantel dimension above lintel
- ✓ Horizontal projection of combustible mantle
- ✓ Distance from fireplace opening to combustible trim

GAS & SOLID FUEL BURNING APPLIANCES

- ✓ Provide U/L or other approved listing/information and installation instructions
- ✓ Clearance to walls, ceiling, floor and combustibles
- ✓ Provide brand and model number on plans at fireplace location

**THIS LIST IS A GENERAL GUIDE FOR REFERENCE.
ADDITIONAL INFORMATION MAY BE REQUIRED BASED ON
JOB SPECIFIC SITUATIONS.**