

RESIDENTIAL BUILDING PERMIT 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 INCH SCALE MINIMUM

- a) Complete and accurate dimensions
- b) Footing sizes and locations:
 - Exterior and interior bearing walls
 - Post pad footings
 - Porch and/or deck footing
- c) Poured foundations - identify wall thickness, reinforcement size, and include engineered cast-in-place concrete foundation wall designs. If foundation walls are parallel to floor framing, solid blocking must be installed at anchor bolt locations in the first three joist or truss spaces. In addition, approved metal angle clips must be used to fasten floor joists to the rim opposite the lookout or walkout walls.
- 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) Floor joist size, spacing and direction
- k) Identify room use by name
- l) Identify unexcavated areas
- m) Location of furnace, water heater, floor drain(s), sump pump, bathroom fixtures, water meter, smoke/carbon monoxide detector(s)
- n) Location and size of stairs, direction of travel
- o) Slab on grade dwellings must have drain tile installed at the footing level around the entire perimeter of the building, including the garage. The drain tile 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 6.

2. FLOOR PLAN(S) – ¼ INCH SCALE MINIMUM

- a) Complete and accurate dimensions
- b) Door and window location and sizes
- c) Identify fall protection, egress, and safety glazing
- d) Brick/stone facing location
- e) Identify cantilevers and method of construction
- f) Size all beams and headers
- g) Floor joists size, spacing and direction
- h) Bearing points for concentrated load paths
- i) Braced wall panel locations
- j) Identify room use by name
- k) Location and size of stairs, direction of travel
- l) Deck and/or porch construction
 - Floor joist size and spacing
 - Beam and header size
 - Rafter/truss size and spacing
- m) Attic access size and location
- n) Location of fireplace, type of fireplace
- o) Rafter/truss size and spacing
- p) Location of any girder trusses
- q) Handrail and/or guardrail - height and spacing
- r) Smoke/carbon monoxide detector(s) location

3. CROSS SECTION(S) – ¼ INCH 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) Drain tile location
- c) Foundation type, size of poured wall and reinforcing
- d) Anchor bolt size and spacing
- e) Identify plate materials
- f) Identify floor joist size and spacing
- g) Identify fire protection of floors
- h) Identify flooring material
- i) Label foundation waterproofing, insulation, R-value and vapor barriers
- j) Basement floor thickness
- k) Stairway - rise, run, headroom and handrail
- l) Exterior wall construction:
 - Siding
 - vapor barrier
 - sheathing (type, thickness)
 - Interior finish
 - Stud size and spacing
 - Sill plate material type
 - Insulation
- m) Weather resistive barrier
- n) Ceiling height
- o) Roof construction
 - Rafter/truss size and spacing
 - Ceiling finish
 - Roof sheathing
 - Ceiling vapor barrier
 - Attic insulation
 - Ice build-up protection
 - Roof ventilation
 - Soffit/fascia material
 - Soffit ventilation
 - Wind wash
- p) Fire-resistance rated wall assembly with STC rating

4. ELEVATIONS – ¼ INCH OR 1/8 INCH 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 of 4 inch minimum house number