

Remodeling and Additions- Permit Requirements

Documents needed for a Remodeling and Addition Permit:

***A completed Building Permit Application**

***Contractor and subcontractor registration and subcontractor permit applications**

***Survey, Site plan and Building plans**

Provide two copies of a current legal plat of survey and two copies of a site plan showing the exact location of the proposed construction. Provide 2 copies of building plans.

Additional Information:

Zoning Requirements

The proposed improvements must comply with the lot coverage, setback and roof height requirements for your zoning district.

Drainage Requirements:

An inspection of the site will be conducted by the Building Official or the City Engineer. If the proposed structure has a significant impact on drainage, a Drainage Plan-(link) will be required.

Architectural Requirements:

Provide two (2) copies of Architectural Plans that indicate the items listed below. Please note, if remodeling an existing space, then the plans must clearly show the "Existing Floor Plan" and a "New Proposed Floor Plan".

Floor Plan:

- All walls, windows, doors, stairs, kitchen areas, bathrooms, fireplaces, garages, decks or landings, porches, stoops and any other pertinent structural items;
- Framing member sizes, spacing, species, span, and direction. Include all other pertinent data (such as specified point-load bearing members, etc.) that will be necessary to complete a comprehensive plan review;
- Location of the electrical service panel and the size of service;
- All electrical receptacles, lighting, switches, smoke alarms, and all other electrical appliances.
- All proposed plumbing fixtures (include sump and sanitary ejector pits, as well as roughed-in plumbing for future use);
- Location and capacities of the furnaces and hot water heaters, also indicate the HVAC supply and return vent locations;
- Required escape windows in all sleeping rooms and finished basements (include window well specifications for basement windows);

- Light and Vent calculations for all of the rooms within and affected by the proposed scope of work;
- Design loads utilized in the design of the home;

Cross Section Detail:

- Footing dimensions and depth below grade;
- Foundation wall materials, thickness, reinforcing, damproofing and drain tile (if applicable);
- Basement floor materials, thickness, vapor barrier, and stone base;
- Floor joist size, species & grade, spacing, floor sheathing specifications, sill plate size, anchor bolt size and spacing;
- Wall heights (both exterior frame and foundation walls);
- Size and spacing of the wall studs; top and bottom plate specifications;
- Fireblocking materials and technique;
- R-value and the location of the required insulation;
- Exterior and interior wall finishes and materials;
- Rafter and collar tie sizes, species & grade, and spacing;
- Ceiling joist size, species & grade, and spacing;
- Roof sheathing, ice & water shield, and roofing material specifications.

Stair Detail:

- Riser height (maximum 7-3/4") and tread depth (10" minimum measured from the nosing of the treads);
- Minimum stairway height (minimum 6'-8" measured vertically from the nosing of the treads);
- Guardrail details (minimum 36" in height, spindles spaced so that a 4" sphere cannot pass through);
- Stair handrail details (must be 34"-38" above the nosing of the treads, extend the entire length of the stair run, and must comply with the grasp ability requirements).

Elevations Detail:

- All of the elevations for the proposed residence;
- Overall height of the proposed residence from grade, as well as foundation depths below grade;
- All material indications, lighting fixtures, roof ventilation, etc.

Roof Plan Detail:

- Rafter sizes, spacing and direction;
- Hip, valley, and ridge rafter sizes;
- Ventilation specifications (type, number, location);

- Any other specialized installations that is present for the home (such as fire-rated sheathing at partition walls in duplexes).

Plumbing Isometric Plans for both Supply and Waste/Vent systems must indicate:

Piping materials, sizes, locations, fixtures, floor drains, hot water heater, ejector pit/overhead sewer, shutoffs, and any other pertinent items that are integral parts of the respective systems.

Required Inspections:

*Footing

*Foundation

* Underslab

*Building paper

*Rough framing, mechanical, electrical

*Insulation

*Drywall

*Final