

Building Permit Plan Checklist

The following information is offered as a checklist of items which should be included on the drawings submitted to the Building Department with the application for a building permit. The checklist suggests locations where information should be shown. In fact, as long as all the information is included, the layout of the drawings is up to the preparer. This list is to be used as a guideline only, and additional information may be required depending on individual applications. In accordance with state statute, plans for certain building types must be prepared by a registered architect or licensed professional engineer.

1. Two copies of plans are required for one and two family residential projects (new, addition, or remodel). A third set of plans is required for the Fire Marshal for all multifamily, commercial, or industrial projects.

2. The following information must be included on plans:

- Owner's name, designer's name, and job location.
- Use group and construction type.
- Scale of drawings.

3. Foundation information required:

- Concrete mix to be used.
- Footing size and depth below grade; keyway size.
- Foundation wall material, thickness, and height.
- Anchor bolt size and spacing.
- Damproofing information.
- Footing drain information.
- Size and location of basement windows or crawl space ventilation louvers.

4. Structural information required:

- Wall Bracing

- Carrying beam size and material; column spacing.

- Wood frame structures: floor joist, ceiling joist, rafter, collar tie and stud size and spacing. Species and grade of framing lumber. Sheathing material and thickness.

- For other types of structural systems: complete details and structural plans.

Window and door header material and size.

- In the event of any unusual loading conditions or framing conditions, complete details with be required.

- If any exterior decks or porches are planned, structural information is required in addition to stair and railing details.

- Firestopping details at dropped ceilings, floor penetrations (for ducts, pipes or chimneys), Soffits, etc.

5. Floor plans should show:

- Overall building dimensions and area of building.

- Room dimensions and use of rooms.

- Door and window sizes (denote which windows meet egress requirements for sleeping rooms). Percentage of glass area (of room size) in each habitable room.

- Stair locations: tread and riser dimensions, headroom, and handrail height and details.

- Smoke detector locations.

- Attic access location and size.

- Fireplace and chimney information including type, size, hearth material and size, and clearance to framing members.

- Fire separations between garage and house.

6. Sections should show:

- Ceiling heights
- Roof Pitch and geometry
- Insulation thickness and R value

7. Exterior elevations should show:

- Siding material and configuration
- Roofing material
- Chimney height above surrounding roof
- Flashing information
- Attic and roof ventilation system