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OFFICE OF THE BUILDING OFFICIAL

BUILDING PERMIT APPLICATION REQUIREMENTS

I. PLOT PLAN, SHOWING:

- A. PROPERTY BOUNDRY LINES WITH DIMENSIONS;
- B. LOT AREA (SIZE IN SQUARE FOOTAGE); AND
- C. PROPOSED AND/OR EXISTING LOCATION OF BUILDING(S) – INDICATE SETBACK DISTANCES FROM APPLICABLE LOT LINES

II. TWO (2) COMPLETE SETS OF PLANS, LISTING COMPLETE CONSTRUCTION SPECIFICATIONS, INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING:

- A. Footing Info:
  1) depth below finished grade
  2) size (width & height)
- B. Indicate Foundation Drains, If Required
- C. Foundation Info:
  1) wall thickness
  2) wall height
  3) sill plate
     a) size
     b) material
     c) anchoring method
- D. Type of Supporting Columns
- E. Main Girder Info:
  1) size
  2) material
  3) span between columns
- F. Joist Info: (for floors & ceilings)
  1) size
  2) spacing
  3) span
- G Sub-floor and Underlayment Details
- H. Exterior Wall Construction Details:
  1) stud size
  2) spacing
  3) header details for all door & window openings

(CONTINUED ON BACK)

BUILDING PERMIT APPLICATION REQUIREMENTS (Cont'd.)

I. Rafter Info:
   1) size
   2) spacing
   3) pitch
   4) span

J. Ridge Board Size

K. Exterior Sheathing Info:
   1) walls
   2) roof

L. Exterior Siding

M. Roof Covering

N. Door and Window Schedule
   (Clear openings of windows required for egress from living areas MUST have a min. of 20" wide, 24" high AND 5.7 sq. ft.)

O. Interior Wall Construction Details:
   1) location (floor plan)
   2) stud size
   3) spacing

P. Min. Finished Ceiling Heights

Q. Stairway Info:
   1) width
   2) headroom
   3) riser height
   4) tread depth
   5) handrail/guardrail details

R. Energy Code Info:
   1) Percentage of glazing area
   2) U values of doors & windows
   3) Efficiency rating of heating system (AFUE)
   4) Insulation info
      A) floor or foundation
      B) exterior walls
      C) ceiling
         1) flat
         2) sloped

S. Ceiling access (required for any attic area with a clear height of over 30")
   1) Size (clear opening)
   2) Location (indicate on floor plan)

T. Details of attic ventilation

U. If the Building Includes an Attached Garage or a Garage Under, Supply:
   1) Fire separation details