

Plan submittal requirements for residential additions and alterations

The following is some general information about the plans required for additions or alteration building permits for work on a house or duplex. Your individual project may require more or less detail than described here.

You should provide 2 sets of drawings for review. Or as an alternative, one paper set and one electronic set can be submitted. Residential plans may be drawn by anyone with enough skill to draw straight lines, to measure accurately and to put those measurements down on paper. Your plans must clearly show all the work you intend to do on the building as well as the existing conditions. Existing conditions and new construction must be clearly delineated. All plans must be drawn to scale.

Typical plans include:

Site plan

Foundation plan

Floor plans

Cross section

Elevation views

Site Plan- Plans must also show where the building sits on your property in relationship to property lines and other buildings on the site.

1 inch = 10 feet is the minimum scale accepted for site plans.

The scale used must be clearly shown and the site plan must show the entire lot.

Foundation plan- If you are constructing a new building or an addition, you will also need to provide us with a foundation plan. This plan should show the layout, dimensions and details of continuous concrete slabs, footings, reinforcing steel. The size and location of required Egress windows, the location and size of crawl space access and the foundation vents must also be shown. $\frac{1}{4}$ " inch = 1 foot is the most common scale used for residential foundation plans.

Floor plans- A floor plan, also known as a plan view, is what you would see if you were to look straight down at a floor or basement with the roof or floors above removed. You will need to provide a roof plan and floor plan for each level of the building on which work is being done, that clearly shows existing and proposed work. A floor plan for each level of the building being constructed or remodeled must show the location of all full and partial height walls, the size and proposed use of all rooms affected by the work. The location, size and type of each window must be shown on the floor plan. The location of bearing walls, headers, beams, and other structural members supporting loads from above must also be shown on the floor plans. Floor plans must show all steps and stairs. Plumbing fixtures, heating and cooling equipment, electrical outlets, switches, etc. are typically shown on the floor plan, but can be

shown on separate plans. The floor plan must also show the location of all smoke detectors. $\frac{1}{4}$ " inch = 1 foot is the most common scale used for residential floor plans.

Cross Sections- Section drawings, sometimes called cross sections, are what you would see if you cut vertically through a building from the tip of the roof down through the ground, and then looked at what the cut exposed. Section drawings are a useful way of displaying structural information and information about construction materials as well as energy code compliance that are needed to do our code review. Section drawings that show typical building conditions. For simple projects, a single section drawing showing the size of the footing and the distance between ground level and the bottom of the footing the size of the foundation wall and how high it will rise above the ground the size and spacing of structural members such as beams, joists, studs and rafters which are not shown on other drawings wall, ceiling and roof coverings and finishes wall, floor and ceiling insulation ceiling heights. $\frac{1}{2}$ " = 1 foot is the most common scale used for cross sections.

Building elevations- must be to scale and show the slope of the ground adjacent to the building. Building elevation drawings are exterior views of the building, sometimes identified as front, rear, left, right or north, south, east, west. Any project that requires a change in the exterior of the building should have building elevation drawings. Elevations show the level at which the ground meets the building, the slope of the ground where it meets the building, the vertical location, size of windows and doors, the type of siding and roofing. Elevations must be drawn to scale $\frac{1}{4}$ " = 1 foot is the normal scale.

After you begin work, you may decide to make changes to the plans that were originally approved. To revise your plans after they have been approved, you will need to show the changes additional sets of plans and submit them for approval.