



## DETACHED ACCESSORY STRUCTURES (100 SQ FT OR MORE)

### (SHED — DETACHED GARAGE PAVILIONS — ETC)

#### INSTRUCTIONS

PLEASE READ ALL OF THE FOLLOWING INFORMATION. THE FOLLOWING IS A CHECK LIST. YOU MUST HAVE A "CHECKMARK" IN ALL THE SECTIONS LISTED BELOW PRIOR TO SUBMITTING YOUR APPLICATION.

#### CHECKLIST

A SITE PLAN SHOWING THE PROPOSED DETACHED ACCESSORY STRUCTURE, THE OUTSIDE DIMENSIONS OF THE STRUCTURE, THE DISTANCES IN FEET, TO THE FRONT, SIDES, AND REAR PROPERTY LINES.

THREE (3) SETS OF CONSTRUCTION DRAWINGS THAT SHOW IN DETAIL CODE COMPLIANCE FOR ALL OF THE WORK PROPOSED, TO INCLUDE BUT NOT LIMITED TO THE FOLLOWING INFORMATION;

FOOTING DETAIL INCLUDING DEPTH BELOW FROST LINE.

TYPE OF FOUNDATION.

ROOF RAFTER SIZE (2X6, 2X8, 2X10, ETC).

RAFTER SPACING (16" ON CENTER, 24" ON CENTER, ETC).

THICKNESS AND TYPE OF ROOF SHEATHING.

CEILING JOIST SIZE AND SPACING.

FLOOR JOIST SIZE AND SPACING.

WALL SECTIONS SHOWING TOP, BOTTOM PLATES AND HEADERS.

LOCATION AND SIZE OF ALL BEAMS, GIRDER/HEADERS.

SIZES OF ALL DOORS.

PLUMBING IF APPLICABLE.

MECHANICAL IF APPLICABLE.

ELECTRICAL IF APPLICABLE.

WALL BRACING DETAIL (MATERIAL, LENGTH AND FASTENING).

COMPLETED BUILDING PERMIT APPLICATION.

WE WILL REVIEW PLANS SUBMITTED TO DETERMINE CODE COMPLIANCE. IF THE MINIMUM SUBMITTAL REQUIREMENTS ARE NOT MET, WE WILL ASK THE APPLICANT TO SUPPLY ADDITIONAL INFORMATION. IF THE MINIMUM REQUIREMENTS ARE MET, THE PLANS WILL BE MARKED "APPROVED". A BUILDING PERMIT WILL BE ISSUED AND THE APPLICANT WILL BE NOTIFIED OF THE INSPECTION FEES AND WHEN THEY CAN PICK-UP THE PERMIT AT THE MUNICIPAL BUILDING. ALL FEES SHALL BE PAID PRIOR TO THE ISSUANCE OF THE PERMIT. THEN USE THE INSPECTION PROCEDURES PROVIDED TO HAVE ALL OF THE REQUIRED INSPECTIONS PERFORMED.

#### INSPECTION PROCEDURES DETACHED ACCESSORY STRUCTURES

- BUILDING PERMIT MUST BE POSTED ON THE SITE OF THE WORK AND CLEARLY VISIBLE FROM THE ROAD UNTIL COMPLETION OF THE PROJECT.
- YOUR APPROVED PLANS MUST BE AVAILABLE AT ALL TIMES FOR INSPECTIONS. THESE ARE THE PLANS THAT WERE SUBMITTED WITH YOUR APPLICATION AND WERE MARKED "APPROVED" BY THE BUILDING CODE OFFICIAL.
- THE PERMIT APPLICANT OR AUTHORIZED AGENT IS RESPONSIBLE FOR SCHEDULING ALL INSPECTIONS.
- TO SCHEDULE AN INSPECTION, CALL THE INSPECTOR LISTED BELOW. DO NOT SCHEDULE AN INSPECTION IF THE WORK IS NOT READY!!!!
- WHEN SCHEDULING AN INSPECTION, YOU MUST SUPPLY YOUR PERMIT NUMBER TO THE INSPECTOR.

#### PLEASE GIVING THREE (3) WORKING DAYS ADVANCE NOTICE FOOTING INSPECTION WILL BE GIVEN PRIORITY

1. FOOTING INSPECTION — TO BE DONE AFTER FORMING AND PRIOR TO PLACING OF CONCRETE.
2. FOUNDATION INSPECTION — FRENCH DRAIN AND WATER-PROOFING PRIOR TO BACKFILLING.
3. PLUMBING UNDER SLAB (ROUGH-IN) DONE PRIOR TO PLACING CONCRETE FLOOR.
4. FRAMING INSPECTION — DONE PRIOR TO INSULATING, BUT AFTER HEATING, PLUMBING AND WIRING ARE ROUGHED IN, AND PRIOR TO ANY EXTERIOR FINISHES BEING APPLIED.
5. ENERGY CONSERVATION.
6. WALLBOARD. ONLY NEEDED IF THERE IS AN INTEGRAL OR ATTACHED GARAGE. INSPECTOR,
7. FINAL INSPECTION — WHEN JOB IS COMPLETELY FINISHED, PRIOR TO OCCUPANCY PERMIT AND AFTER PLUMBING, MECHANICAL AND ELECTRICAL.