



## RESIDENTIAL ADDITIONS

**(BEDROOM - FAMILY ROOM — KITCHEN — ATTACHED GARAGE – ETC.)**

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

### CHECKLIST

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

ONE (1) SET OF COMPLETE CONSTRUCTION DOCUMENTS THAT SHOW IN DETAIL CODE COMPLIANCE FOR ALL OF THE WORK PROPOSED TO INCLUDE BUT NOT LIMITED TO THE FOLLOWING INFORMATION:

FLOOR PLAN SHOWING SIZE OF ALL ROOMS.

FOOTING DETAIL INCLUDING DEPTH BELOW FROST LINE, THICKNESS, WIDTH, AND REBAR.

TYPE OF FOUNDATION, SHOWING TYPE OF MASONRY, WATERPROOFING AND ANCHORAGE OF ADDITION TO FOUNDATION.

ROOF RAFTER SIZE — SPECIES AND GRADE OF WOOD.

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 AND BOTTOM PLATES AND HEADERS.

LOCATION AND SIZE OF ALL BEAMS.

SIZES OF ALL DOORS.

WINDOW TYPE - INCLUDING SIZES AND THE NET CLEAR OPENING DIMENSIONS OF ALL SLEEPING ROOM WINDOWS (EMERGENCY EGRESS).

SMOKE ALARMS AND CARBON MONOXIDE ALARMS - NUMBER AND PLACEMENT.

INSULATION — U VALUES FOR WINDOWS, R — VALUES FOR EXTERIOR WALLS, ATTIC AND FOUNDATION.

HEATING IF APPLICABLE.

PLUMBING (IF ANY).

ELECTRICAL.

STAIRS (RISER HEIGHT MAXIMUM 8 1/4" TREAD DEPTH MINIMUM 9")

STAIRS — HANDRAIL (HEIGHT FROM NOSE OF THREAD MIN 34" MAX 38")

GUARDRAIL (34" MINIMUM MEASURED VERTICALLY FROM NOSE OF THREAD)

WIDTH OF STAIRS (36" MINIMUM)

LOCATION AND SIZE OF BASEMENT EMERGENCY ESCAPE OPENING IF ADDITION HAS BASEMENT AREA.

WALL BRACING DETAIL (MATERIAL, LENGTH AND FASTENING).

COMPLETED BUILDING PERMIT APPLICATION

MDIA 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 INSPECTIONS FEES AND WHEN THEY CAN PICK-UP THE PERMIT AT CITY HALL. 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.

## RESIDENTIAL ADDITIONS – INSPECTION PROCEDURES

- 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.
- 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 GIVE 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.
7. FINAL INSPECTION — WHEN JOB IS COMPLETELY FINISHED, PRIOR TO OCCUPANCY PERMIT AND AFTER PLUMBING, MECHANICAL AND ELECTRICAL.

**QUESTIONS? CALL THE CODES AND INSPECTIONS OFFICE – 814-949-2456**