

PLANS/DOCUMENTS NEEDED FOR DIFFERENT PROJECT TYPES

NEW SFR

- Permit Application
 - 911 Address
 - Contractor/Builder Name, Phone Number, Email Address
 - Square Footage (including Main Living, Porch's, Garage)
 - Subdivision (w/Lot and Block)
- Site Plan
 - 911 Address
 - Footprint of Home
 - Property Dimensions
 - Setbacks from footprint of Home to Property Lines
 - Subdivision Name (w/Lot and Block)
 - Driveway Location
- Architectural Plans
 - Floor Plans
 - Electrical Plans
 - Elevation Plans
 - Roof Plans
- Engineered Plans
 - Engineer Letter for Post-Tension Foundations
 - Foundation Plan
 - Wind Bracing Plan
- Energy Compliance Report/REScheck

ADDITION/REMODEL

- Permit Application
 - 911 Address
 - Contractor/Applicant Name, Phone Number, Email Address
 - Description of Work (including if any electrical, plumbing, mechanical work is being completed)
 - Square Footage
 - Subdivision (w/Lot & Block)
- Site Plan
 - 911 Address
 - Footprint of Home (including Addition if applicable)
 - Property Dimensions
 - Setbacks form footprint of home to Property Line
 - Subdivision Name (w/Lot & Block)
- Existing Floor Plan
 - Showing Location of Windows/Doors and Room Labels
- Proposed Floor Plan
 - Showing Location of Windows/Doors and Room Labels
- Proposed Electrical Plan
- Foundation Plan (if addition is being made to home)
- Engineer Letter (if load bearing walls are being removed)

SOLAR PANEL INSTALLATION

- Permit Application
 - 911 Address
 - Contractor Name, Phone Number, Email Address
 - Valuation
 - Description of Work
- Engineer Letter (showing roof can support load of roof panels)
- Plan Set

ACCESSORY BUILDING

- Permit Application
 - 911 Address
 - Contractor/Applicant Name, Phone Number, Email Address
 - Valuation
 - Square Footage
 - Description of Use
- Site Plan
 - 911 Address
 - Footprint
 - Property Dimensions
 - Setbacks from footprint to Property Lines and Existing Structures
- Plan Set
 - Floor Plan
 - Electrical Plan (if applicable)
 - Elevation Plan
- Foundation Plan (if applicable)

FENCES

- Permit Application
 - 911 Address
 - Contractor/Applicant Name, Phone Number, Email Address
 - Valuation
 - Description of Fence
- Site Plan
 - Fence Location/Dimensions
 - Gate Locations
 - Height of Fence

POOLS

- Permit Application
 - 911 Address
 - Contractor/Applicant Name, Phone Number, Email Address
 - Valuation
 - Description of Pool
- Site Plan
 - 911 Address
 - Footprint

- Property Dimensions
- Setbacks from footprint to property lines and existing structures
- Pool Plans

MANUFACTURED HOMES

- Permit Application
 - 911 Address
 - Contractor/Applicant Name, Phone Number, Email Address
 - Square Footage
 - Description of Work
- Site Plan
 - 911 Address
 - Footprint of Manufactured Home
 - Property Dimensions
 - Setbacks from footprint of home to Property Lines
 - Subdivision Name (w/Lot and Block)

COVERED PATIO/PERGOLA

- Permit Application
 - 911 Address
 - Contractor/Applicant Name, Phone Number, Email Address
 - Valuation
 - Square Footage
 - Description of Work
- Site Plan
 - 911 Address
 - Footprint of Manufactured Home
 - Property Dimensions
 - Setbacks from footprint of home to Property Lines and Existing Structures
- Plans (showing materials being used, height, elevation)

SIGNS

- Permit Application
 - 911 Address
 - Contractor/Applicant Name, Phone Number, Email Address
 - Valuation
 - Square Footage of Sign
 - Description of Sign (Wall Sign, Pylon Sign, Directional sign, etc.)
- Site Plan/Sign Plan
 - Location of Signs
- Site Plans

Submittal Guidelines for Residential Permits

Provide (2) copies of all documents: (1) For City Retention and (1) For Contractor

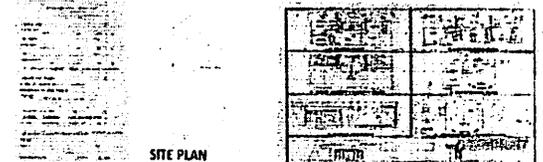
New Single Family Residence

- Application
- Site Plan
- Building Plans
- Energy Compliance Report



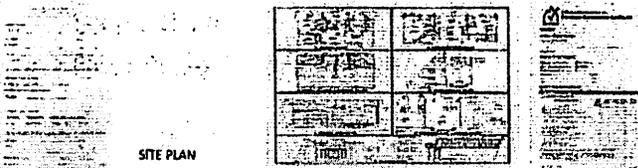
New Residential Detached Accessory Building

- Application
- Site Plan
- Building Plans



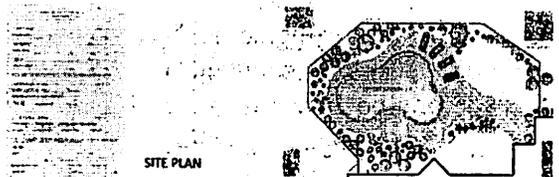
New Single Family Addition

- Application
- Site Plan
- Building Plans
- Energy Compliance Report
- Floor Plan Showing Existing and New Addition



Pool and Spas

- Application
- Site Plan
- Pool Detail



Trade Permits / Minor / No Review

- Application / Note: Inspection Only



Note:

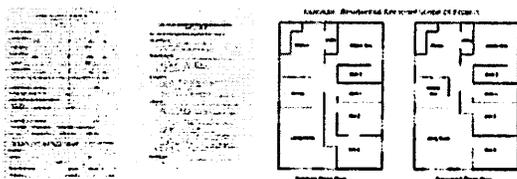
Please do not submit separate "Trade Permits" associated to residential additions - remodels or alterations.

Trades are all included under the residential addition - remodel and alteration permit projects.

- Electrical Repair
- Plumbing Repair
- Mechanical Repair
- Electrical Service Upgrade
- Siding / Veneer
- Re-Roof
- Irrigation System
- Concrete Deck / Slabs
- Foundation Repair

Interior Residential Remodel

- Application
- Scope of Work Description Sheet
- Floor Plan / Before and After



Permit No. _____

CITY WILL PROVIDE THE APPLICATION

PERMIT APPLICATION

For questions or to submit your paperwork, please contact the office nearest you
(locations attached)

Township or Borough: _____ Date: _____

Work Site Address: _____
(street) (city) (state) (zip)

Owner/Applicant: _____ Phone: _____

Mailing Address: _____
(street) (city) (state) (zip)

Contractor: _____ Phone: _____

Contractor Address: _____
(street) (city) (state) (zip)

TYPE OF WORK (Please check either "Residential" or "Commercial" below and provide all information requested)

Residential Project: Description _____ Cost \$ _____

New Bldg. Square Footage All Floors: _____ (not including garage)

Finished Basement Square Footage (if applicable) _____

Office Use Only

Use Group _____ Construction Type _____ Code Used _____

Commercial Project: Description _____ Cost \$ _____

New Building Existing Building New Bldg. Square Footage All Floors: _____

Use Group _____ Construction Type _____ Occupancy Load _____ Code Used _____

I hereby certify that the proposed work is authorized by the owner of record and that I am or have been authorized to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Print Name _____

Signature _____ Date _____

OFFICE USE ONLY

Building Plan Review Date: _____

Approved

Not Approved

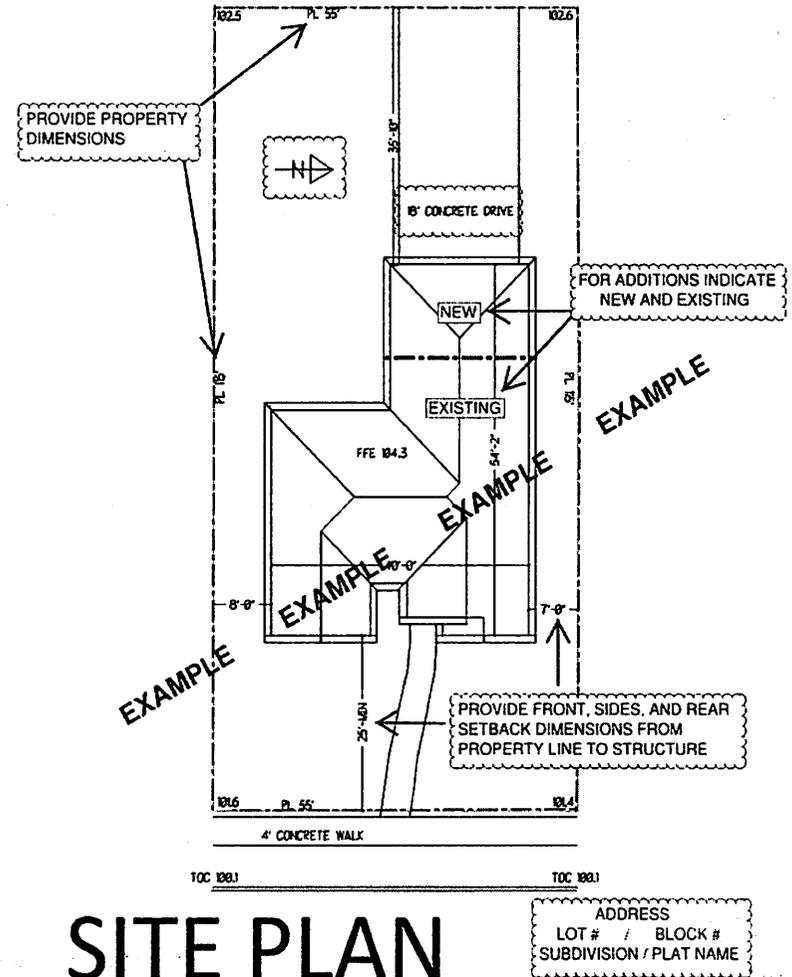
Plan Reviewer: _____

Permit Fee: \$ _____

OVER

Site Plan should provide the following information :

- ❑ North Arrow
- ❑ Address / Subdivision / Lot Number / Block Number
- ❑ Scale: i.e. 1" = 10' / 1" = 20' / 1" = 30' Please use either an Engineer or Architectural scale only. Nonstandard scales are not acceptable for example 1" = 26.5 or 1" = 16')
- ❑ Parcel / Property Dimensions all sides.
- ❑ Show setback dimensions to all structures from property line and distances between buildings .
- ❑ Label all structures i.e. Residence, Barn, Detached Garage, Storage Shed, etc.
- ❑ Dedicated driveway access to property showing street name and or alley where applicable.
- ❑ Driveway must be labeled Driveway or "DW"
- ❑ Show Easements (ingress / egress easements, public utility easements, etc.
- ❑ Square footage of all structures / existing and new



Construction plans should include the following details

1. Floor Plan

- Dimensions, room titles, and ceiling heights
- Location and labeling of all appliances
- Square footage summary (Livable, garage, patios, and total under roof)
- Door and window type and size (ex: single hung, French, etc.)
- All adjacent rooms to an addition in its entirety showing the door and window sizes

2. Roof / Floor Framing Plan

- Size of all individual header and beam sizes
- Label all structural members such as rafters, joist, trusses, over framing, and their spacing

3. Cross Sections

- All connection details keyed in
- Basic outline of all structural members including beams, trusses, hardware, blocking, footings, post, concrete slab, insulation, over framing, etc.

4. Foundation Plan

- Post sizes at all columns supporting concentrated loads
- Footing size dimensions, and depth

5. Electrical Plan

- Receptacle and lighting placement
- Labeling of special hardware required such as disconnects, weatherproof receptacles, GFCI outlets, meter and sub-panel locations, etc
- Location of smoke and carbon detectors
- Location of all appliances such as air conditioners and air handlers

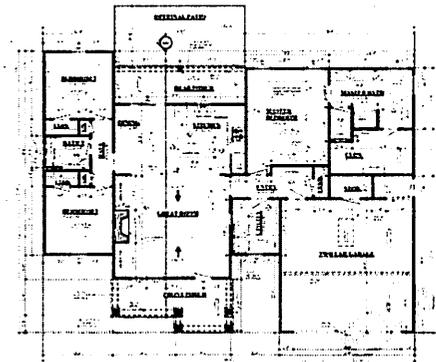
6. Elevations

- Masonry Percentage calculations
- Height location for grade, finish floor, header heights, top plate heights, ridges, etc.
- Slope of roof and floor elevation heights need to be represented correctly.
- Exterior finishes for roofs and walls

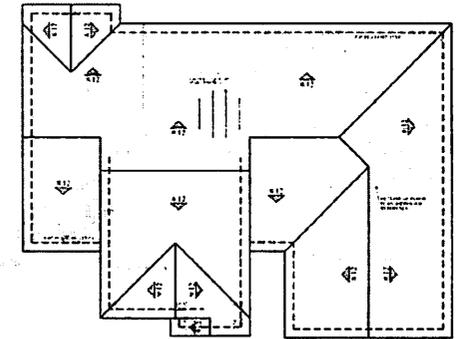
7. Other Documents

- Energy Report
- Engineering
- Other Documents

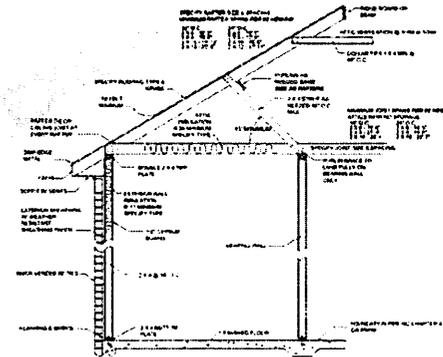
Stair and Guardrail Details (If applicable)



1. Floor Plan



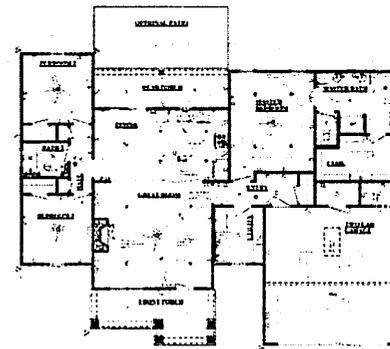
2. Roof / Floor Framing Plan



3. Cross Section Plan



4. Foundation Plan



5. Electrical Plan



6. Elevation

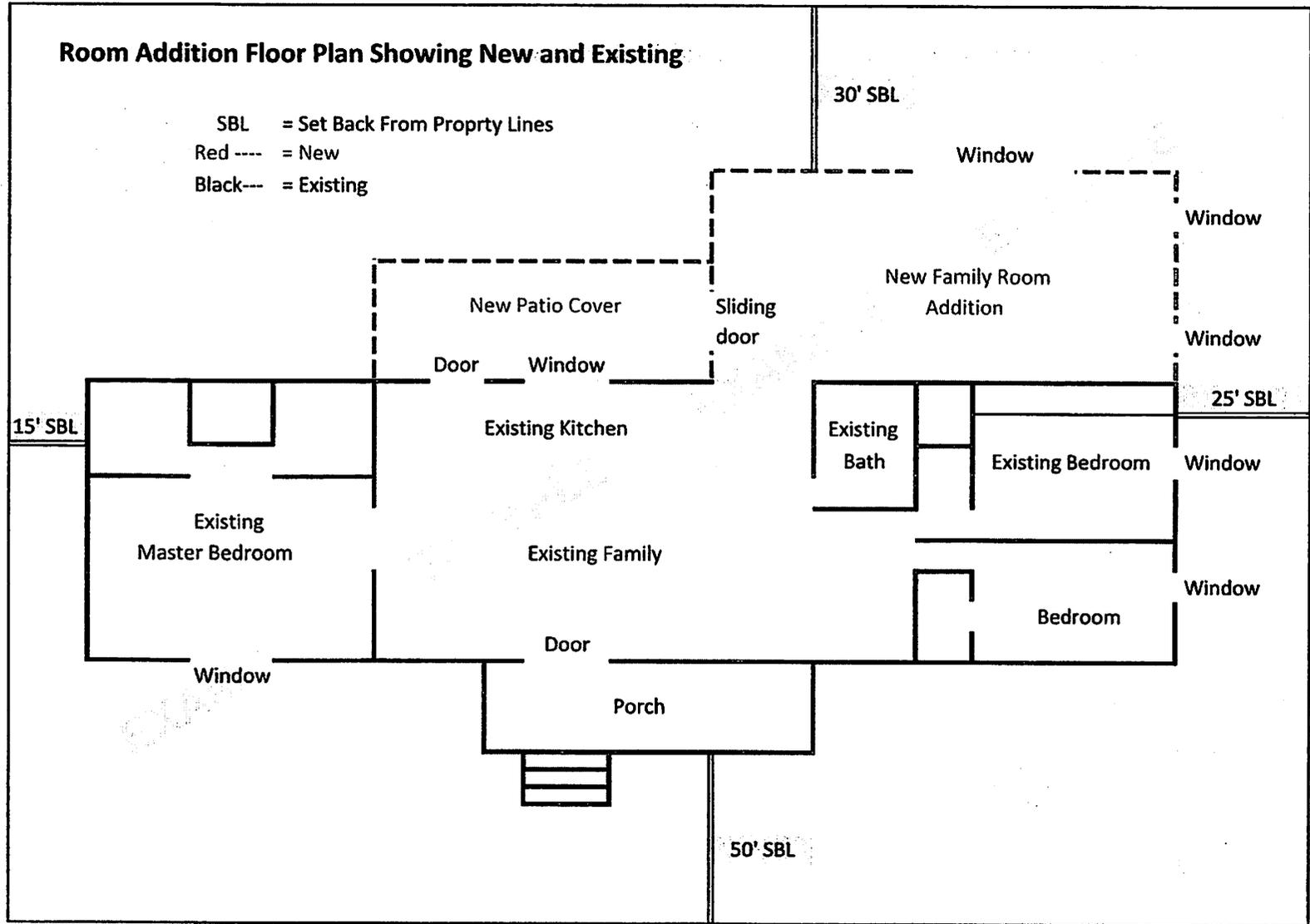
Energy Compliance Report

An Energy Compliance report is a document that verifies the structures meets and or exceeds the minimum requirements of the International Energy Conservation Code or IECC. The report will include the address / Location of the structure along with other information specific to the structure. It will state that the structure meets, exceeds or PASSES the energy efficiency requirements. The following three types are most common in calculating and generating an energy report and are acceptable. In addition an Energy Specialist Company may also provide a report.



Room Addition Floor Plan Showing New and Existing

- SBL = Set Back From Property Lines
- Red ---- = New
- Black--- = Existing



Remodel / Scope of Project

For

The Smith Residence Remodel / 1234 Central Avenue, Anywhere USA 12345

Living Room:

- Shorten hallway and increase living room area by removing section of non-bearing wall that separates the hall from the living room (see floor plan)
- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

Dining Room:

- Convert Dining room into Private Den by adding a wall and passage door
- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

Kitchen and Laundry area

- Install new cabinets and counter tops
- Install new plumbing fixtures
- Install new appliances
- Replace all electrical receptacles and switches with new (GFCI)
- Install ceiling fan over sitting area
- Replace all trim / molding
- Paint
- Install tile flooring

Page 1 of 2 for interior remodel

Master Bedroom / Bedroom 2 / Bedroom 3

- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

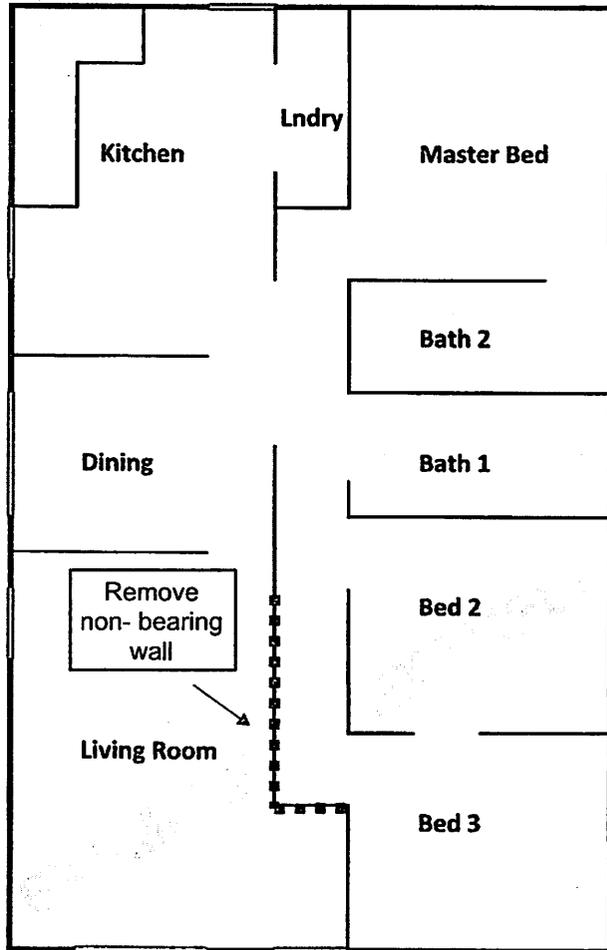
Bath 1 and 2

- Replace all electrical receptacles and switches with new (GFCI)
- Install exhaust fan
- Replace all trim / molding
- Paint
- Install tile flooring

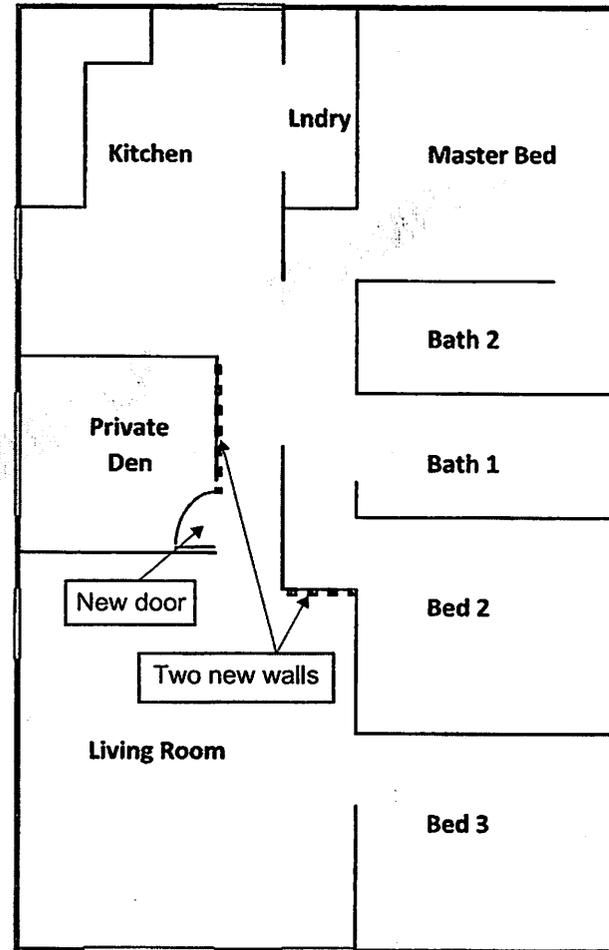
If removing a bearing wall:

- Indicate / Highlight location of wall
- Provide detail of beam size and support system including spread footing size.

Example: Residential Remodel Scope of Project



Existing Floor Plan



Proposed Floor Plan