



## **Addition Submittal Requirement Checklist**

- Completed Building Permit Application

One copy of the plans (drawn to scale) showing the proposed design including:

- An accurate, scaled drawing of the property including:
  - Existing buildings & proposed addition
  - Distances from buildings/structures to property lines & proposed addition
  - Location of ravine break line, if applicable
- Proposed floor plan design
  - Location of exterior walls
  - Location of all existing & proposed interior walls
- Dimensions identified
- Window & door locations and sizes identified
- Wall construction materials-
  - Stud size for exterior & interior wall identified
  - Header sizes at exterior openings & interior load bearing openings
- Existing floor plan overview
- A description of the plumbing fixtures to be used
- The location of plumbing fixtures
- Locations of any changes to existing heating, ventilation and air conditioning
- Labeling of all rooms
- Location of stairways, fireplaces, etc.
- Location of smoke alarms & carbon monoxide alarms
- Existing radon system indicated on plans, if existing house has a radon system
- Footing size & thickness identified
- Foundation wall size and insulation method identified
- Anchor bolt size & spacing

- Roof truss layout and specifications submitted
- Floor truss layout and specifications submitted OR floor joist dimensions identified
- Exterior elevations
- Cross section detail
  - Proposed ceiling height
  - Finish materials for walls, floor, and ceiling
  - Existing & proposed insulation & vapor barrier
  - Proposed exterior wall covering
  - Proposed roof covering
- Additional information may be required by the plan reviewer (i.e. engineering for support beams)
- Crawl space details-if addition is installed over a crawl space
- Basement slab details-if addition is installed with a basement
- Engineering provided-if addition is installed on pier footings and posts

Above items that have **not** been checked are required to be submitted before your project can be reviewed.

By signing below, it is understood the project will not be reviewed until the above un-checked items have been submitted to the inspections department.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_