



Permitting and Inspections Department  
Michael A. Russell, MS, Director

## One- and Two-Family Addition/Alteration

(Including shed, deck, accessory structure, pool, change of use a

All applications shall include the following (please check and submit all requ

**One- and Two-Family Additions/Alterations Checklist** (this form)

**General Building Permit Application** completed

**A plot plan** showing the shape and dimensions of the lot, shapes and dim  
proposed structures including distance from property lines, location and

areas and driveways (required for any additions to the footprint or volume of the structure, any new  
or rebuilt structures or accessory detached structures)

**Proof of Ownership** (e.g. deed, purchase and sale agreement) if the property was purchased within  
the past six months

**Applications for pools shall also include the following:**

**A complete set of plans** with structural details, dimensions and a cross section showing the slope  
and depth ratios (for in-ground pools)

**Design specifications** from the manufacturer (for above ground pools)

**Details of required barrier protection** including the design of fencing, gates, latches, ladders or  
audible alarms (if applicable), and showing the location and construction detail for all features. This  
information can often be obtained from the manufacturer.

**Applications for sheds for storage only and 200 square feet or less shall also include the following:**

The length, width and height of the structure as described in:

A copy of the brochure from the manufacturer; or

A picture or sketch/plan of the proposed shed/structure

**Applications for additions, alterations and detached accessory structures shall also include the  
following information per the IRC 2009** (As each project has varying degrees of complexity and scope of

*work for repairs, alterations and renovations, some information may not be applicable. Please check and submit  
only those items that are applicable to the proposed project.):*

Floor plans with dimensions - existing and proposed

Elevations with dimensions – existing and proposed

Foundation plan with footing/pier (sonotube) size and location

Cross sections with framing material (foundation anchor size/spacing, rebar, drainage, damp  
proofing, floors, walls, beams, ceilings, rafters etc.)

Detail new wall/floor/ceiling partitions including listed fire rated assemblies and continuity

Window and door schedules including dimensions, and fire rating

Stair details, including dimensions of rise/run, head room, guards/handrails, and baluster spacing

Insulation (R-factors) of walls, ceilings and floors and the heat loss (U-factors) of windows

Indicate location of egress windows and smoke/carbon monoxide detection

Deck construction including pier layout, framing, fastenings, guards, handrails, and stair dimensions

**Separate permits are required for internal & external plumbing, electrical installations, heating,  
ventilating and air conditioning (HVAC) systems and appliances.**

**THIS IS AN AMENDMENT TO  
PERMIT # 2015-00033.  
ALL DRAWINGS ARE  
PRESENTED IN THE  
ORIGINAL PERMIT  
APPLICATION. ONLY  
DRAWINGS WHICH HAVE  
CHANGES ARE SUBMITTED  
IN THIS PERMIT  
APPLICATION AMENDMENT.**