



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

****Additional requirements may apply for lots on unimproved streets. Contact the Planning and Urban Development Department for more information.****

- A complete set of construction drawings**, including the following per the IRC 2009 (for multi-family structures with 3 or more units, refer to the New Commercial Structure and Addition Checklist and the IBC and NFPA 2009):
- Foundation plan with footing/pier size and location
 - Cross sections with framing sizes and material (foundation anchor size/spacing, rebar, drainage, damp proofing, floors, walls, beams, ceilings, headers, rafters etc.)
 - Floor plans, to scale, with dimensions
 - Elevations, to scale, with dimensions showing height from average grade
 - Detail wall/floor/ceiling partitions including listed fire rated assemblies
 - Window and door schedules including egress (emergency escape), safety glazing and fire rating
 - Locate egress windows and smoke/carbon monoxide detection
 - 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-factor) of windows
 - Deck construction including pier layout, framing, fastenings, anchors, guards, handrails, and stairs
 - Dwelling/attached garage separation details
 - Sprinkler system (in compliance with NFPA 13D), shown on plans

****Please note:** As of September 16, 2010 all new construction of one- and two-family homes are required to be sprinkled in compliance with NFPA 13D (minimum). This is required by City Code. (NFPA 101 2009 ed.)

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

Site Plan Standards for Review of Level I: Minor Residential

Level I: Minor Residential site plan applications are subject to the following site plan standards*, as contained in section 14-526 of Article V, Site Plan:

- **14-526 (a) Transportation Standards:**
 - 2.a. Site Access and Circulation (i) and (ii);
 - 2.c. Sidewalks: (if the site plan is a two-family or multi-family building only);
 - 4.a. Location and required number of vehicle parking spaces:(i) and (iv)
- **14-526 (b) Environmental Quality Standards:**
 - 1. Preservation of significant natural features.
 - 2.a. Landscaping and landscape preservation
 - 2.b. Site landscaping (iii)
 - 3.a. Water quality, storm water management and erosion control: a., d., e., and f.
- **14-526 (c) Public Infrastructure and Community Safety Standards:**
 - 1. Consistency with Master Plan
 - 2. Public Safety and fire prevention
 - 3. Availability and adequate capacity of public utilities; a., c., d., and e.
- **14-526 (d) Site Design Standards:**
 - 5. Historic Resources
 - 9. Zoning related design standards

**Except as provided in Article III of the City Code, or to conditions imposed under Section 14-526(e) only, or to those submission requirements set forth in section 14-527 as relate solely thereto.*