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

One- and Two-Family Addition/Alteration Checklist

(Including shed, deck, accessory structure, pool, change of use and amendment)

All applications shall include the following (please check and submit all required items)**:**

- ☐ **One- and Two-Family Additions/Alterations Checklist** (this form)
- ☐ **General Building Permit Application** completed
- ☐ **A plot plan** drawn to scale, showing the shape and dimensions of the lot, shapes and dimensions of all existing and proposed structures including distance from property lines, location and dimension of all parking 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.)*:

NOTE: All plan shall be drawn to a measurable scale (e.g., 1/4 inch = 1 foot) and include dimensions.

- ☐ 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.