

**RESIDENTIAL ADDITION/GARAGE/ACCESSORY**  
**STRUCTURE SUBMITTAL GUIDE&**  
**BUILDING PLAN REQUIREMENTS**

Code Inspections, Inc

**No work shall be started until the permit is approved and issued.**

The following documents shall be submitted to the Building Code Official for their approval:

- \_\_\_ Completed Code Inspections, Inc Permit Application
- \_\_\_ Local Municipal Approvals
- \_\_\_ Sewer and/or Water Approvals (if applicable)
- \_\_\_ Completed Workers' Compensation Insurance Form
- \_\_\_ Two (2) sets of drawings shall be submitted. They shall contain the following details:

1) Site Plan:

- a. Show location of proposed structure and any existing structures.
- b. Location of structure from property lines.

2) Foundation Plan:

- a. Elevation/grade around foundation.
- b. Footing size, thickness and depth below grade.
- c. Reinforcement size and location (if applicable)
- d. Foundation wall size, thickness and height.
- e. Provide pre-cast foundation designs (if applicable)
- f. Egress from basement area.

3) Floor plan:

- a. Provide top view showing room sizes, window and door locations. Rooms shall be identified.
- b. Side views showing all window and door sizes.

4) Framing Plan:

- a. Provide drawing which shows all support post locations; beams, girders and headers sizes and locations; floor joist layout and sizes; rafter layout and sizes.
- b. Provide cross-section drawing which shows sizes and type of wall framing; wall covering; exterior sheathing; and exterior wall covering.\*\*
- c. If pre-engineered products are used the design and calculations shall be provided for approval.
- d. Fire separation details (if applicable)

- 5) Energy Plan: (if applicable)
  - a. Provide insulation values for slabs, floors, walls and ceilings.
  - b. If using RES-Check, please provide design print-out for home.
  - c. Provide window and door list and U-factor ratings.
  
- 6) Electrical Plan: (if applicable)
  - a. Provide service size and location within structure.
  - b. Provide electric company information and any job number associated with project.
  - c. Show location of all electrical outlets, including receptacles, switches, lights and smoke detectors.
  
- 7) Mechanical Plan: (if applicable)
  - a. Show layout of complete heating system. Include type of fuel.
  - b. Provide heat calculations for project.
  - c. Provide insulation values for ductwork (if applicable)
  
- 8) Plumbing Plan: (if applicable)
  - a. Show location and size of all drain, waste and vent lines.
  - b. Provide type of materials being used.

\*\* Please note cross-sectional form is available on site and may be downloaded.