What Plans Do I need for a New Residential Permit ?

This information is intended to give you a general summary about the plans required for most building permits for work on residential projects.

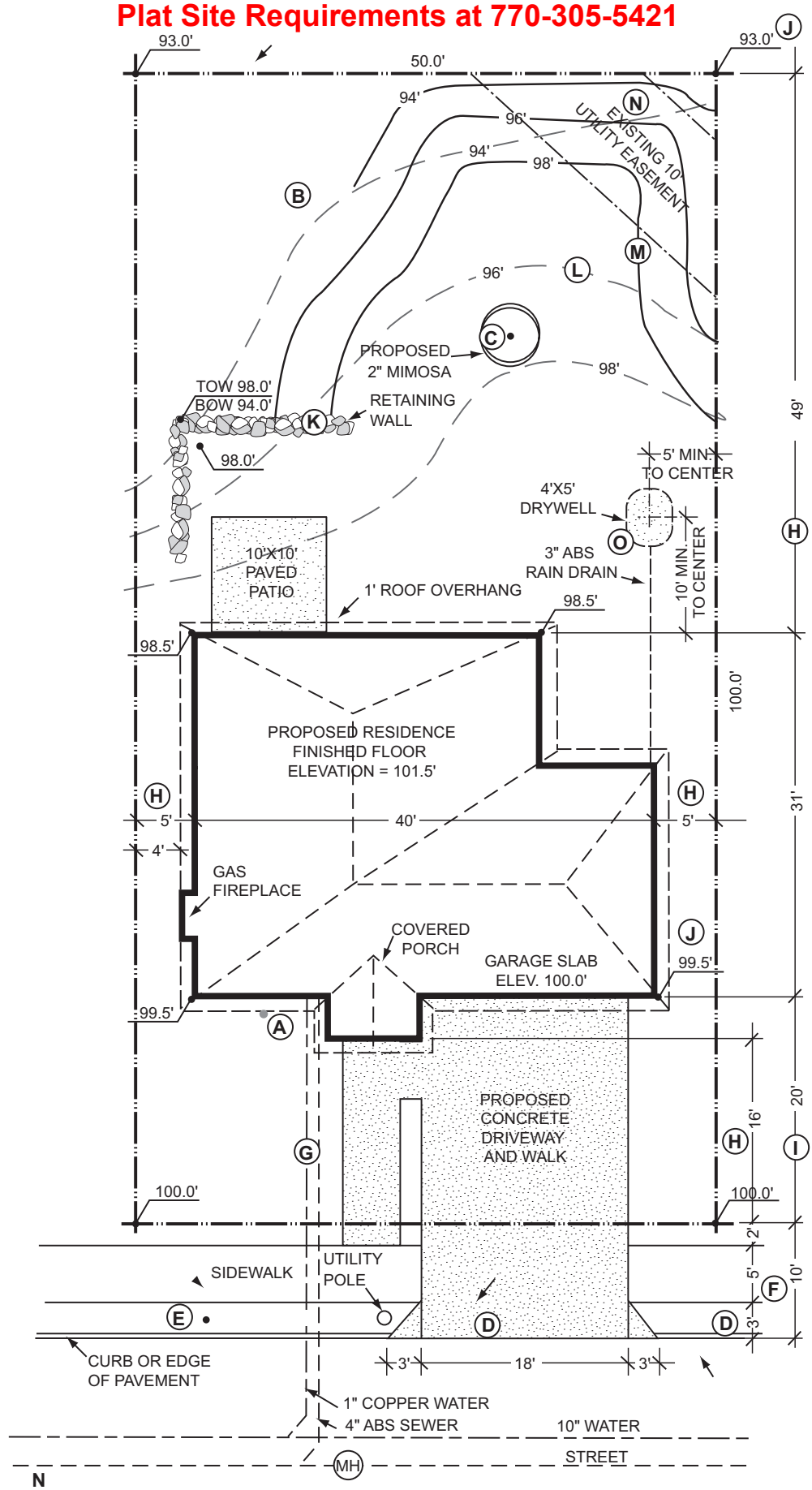
Your individual project may require more or less detail than described here.

After you begin work, you may decide to make changes to the plans that were originally approved. To revise your plans after they have been approved, you will need to show the changes on an additional sets of plans and submit a Revision in using the Online permitting process for plan review. Please do not mark up the originally approved set!

PLAN PREPERATION:

- Residential plans may be drawn by anyone with enough skill to draw straight lines, to measure accurately and to put those measurements down on paper and all plans must be to scale.
- Typical plans include:
  - Site plan
  - Floor plans
  - Elevation views
  - Cross section and detail drawings
  - **PHOTOS ARE NOT ALLOWED**
- Your plans must clearly show all the work you intend to do on the building as well as the existing conditions. Existing conditions and new construction must be clearly delineated. Plans must also show where the building sits on your property in relationship to property lines and other buildings on the site, or a site plan/ plot plan be provided.
- The plans must be on normal paper sizes.
  - Drawings may contain color.
  - Permanent black ink must be used.
  - Please do not copy a tracing paper original.
  - Line quality and contrast must be clear and legible.
  - Dimensions and notes must be must clear and legible.
- All plans must be drawn to scale.
  - 1/4 inch = 1 foot is the most common scale used for residential floor plans and section views.
  - The scale used must be clearly shown and the site plan must show the entire lot or greater portion of the lot where building is occurring. .
  - Building elevations must be to scale and show the slope of the ground adjacent to the building.

Contact Planning and Zoning for Plat Site Requirements at 770-305-5421



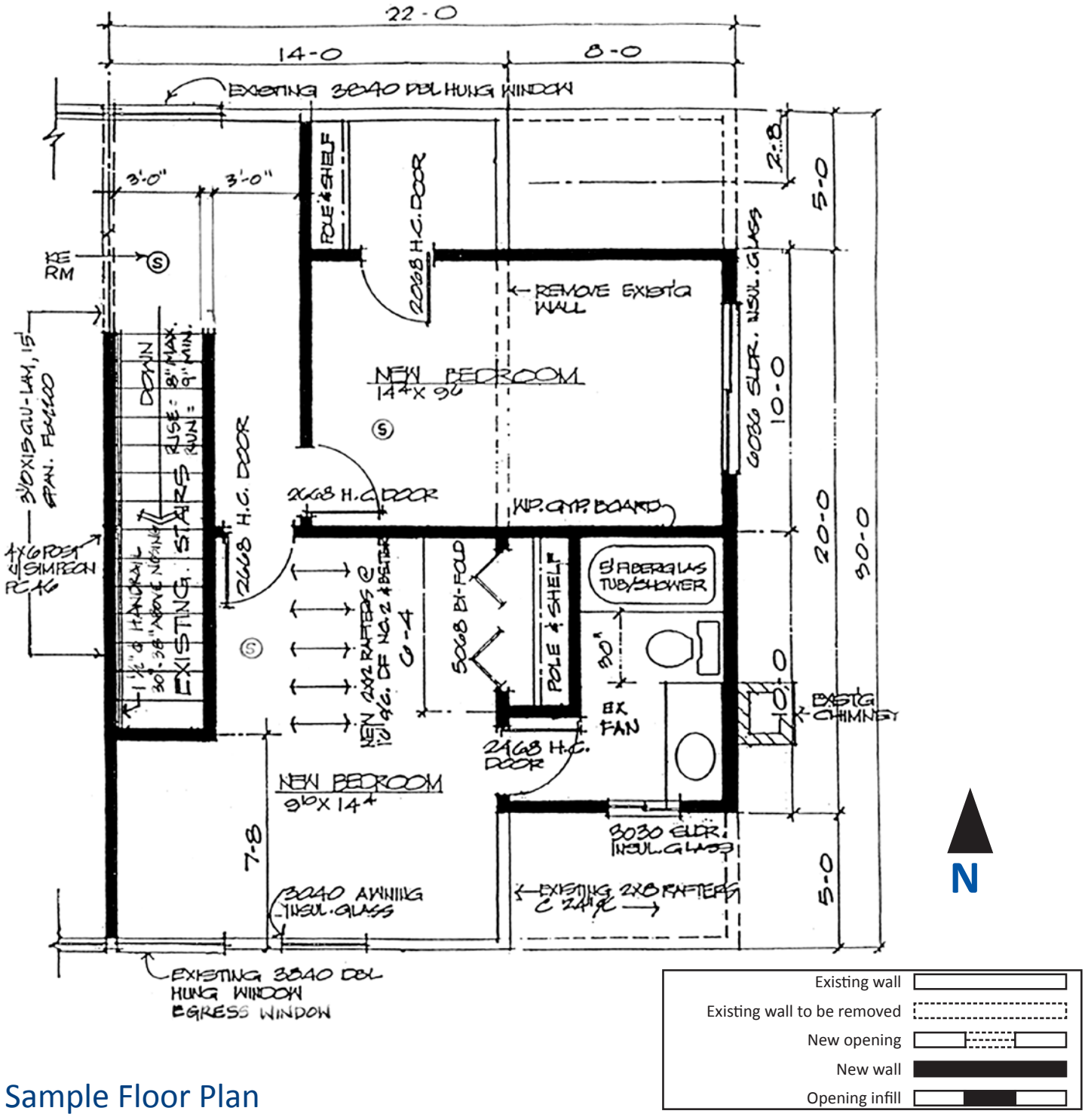
SITE PLAN

SCALE 1" = 10'

Floor and Foundation Drawings

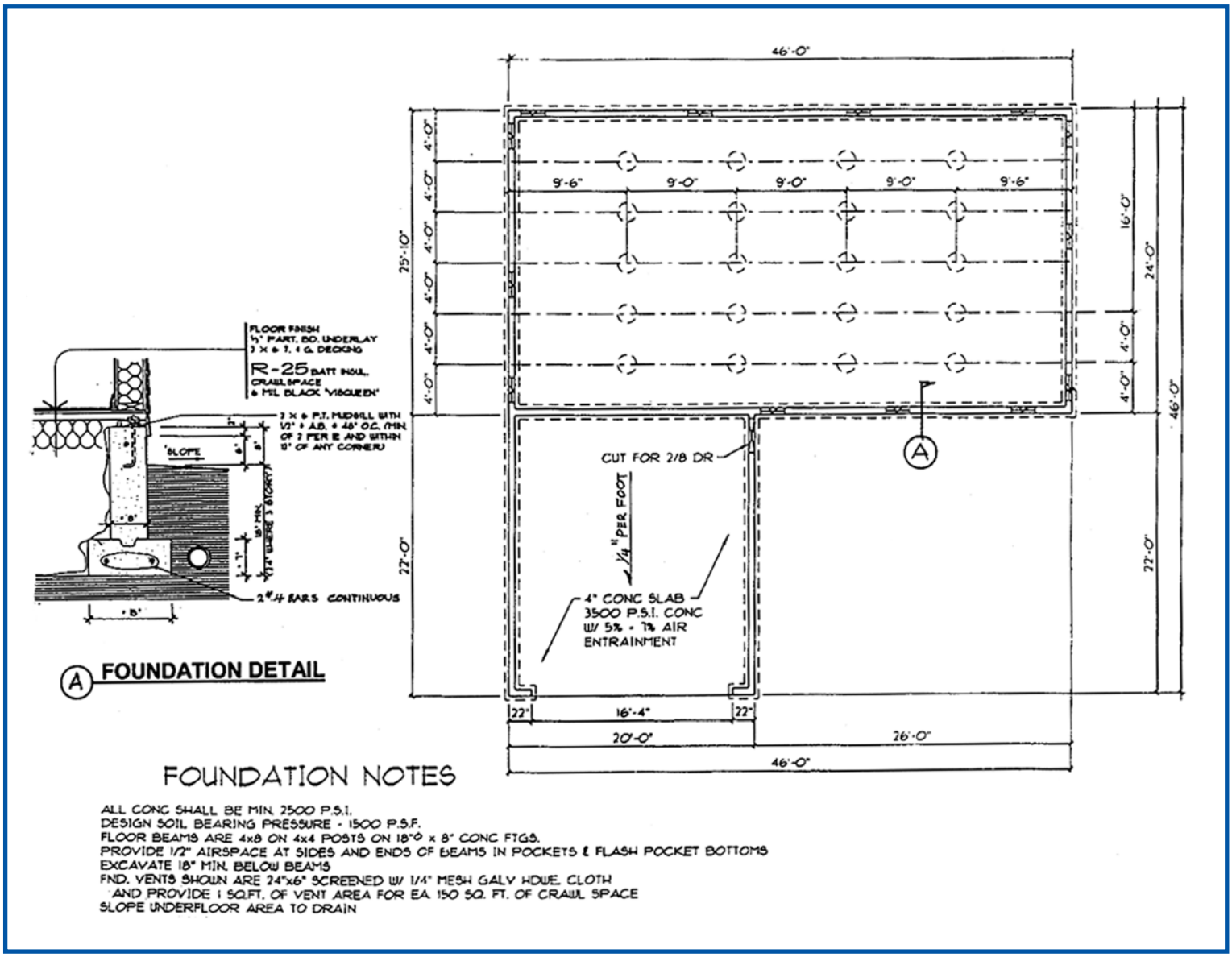
A floor plan, also known as a plan view, is what you would see if you were to look straight down at a floor or basement with the roof or floors above removed. You will need to provide a roof plan and one floor plan for each level of the building on which work is being done, that clearly shows existing and proposed work.

- If you are constructing a new building or an addition, you will also need to provide us with a foundation plan. This plan should show the layout, dimensions and details of continuous concrete slabs, footings, reinforcing steel, and the strength of the concrete to be used. The location of the crawl space access and the foundation vents must also be shown.
- A floor plan for each level of the building being constructed or remodeled must show the location of all full and partial height walls, the size and proposed use of all rooms affected by the work and a north arrow.



Sample Floor Plan

- The location, size and type of each window must be shown on the floor plan. Be advised that any window required to be egress shall have a net clear opening of 5.7 sq. ft.
- The location of bearing walls, headers, beams, and other structural members supporting loads from above must also be shown on the floor plans or shown on separate framing plans. Engineered lumber and truss specifications shall be provided by the manufacturer/ supplier. Floor plans must show all steps and stairs.

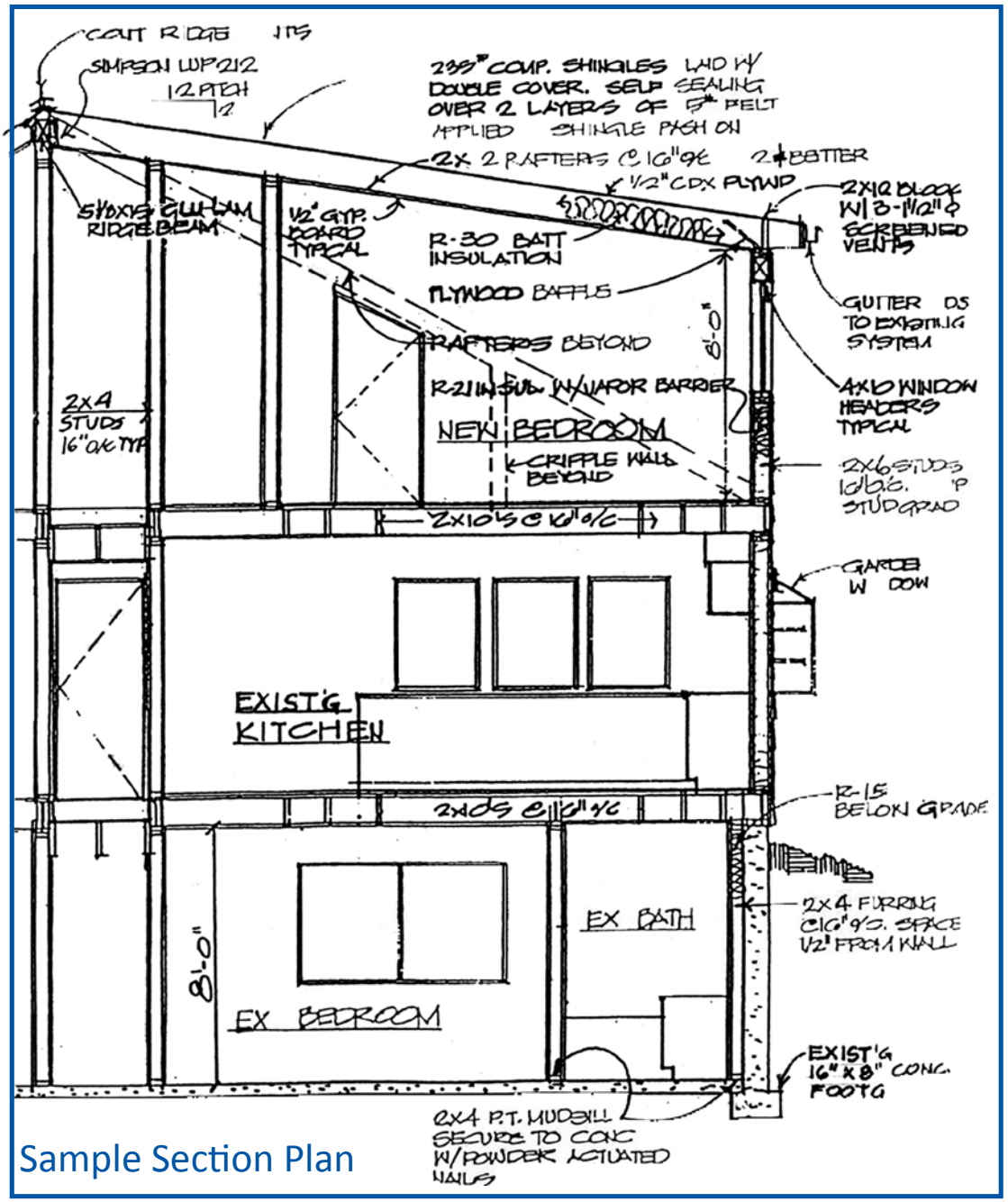


FOUNDATION NOTES

ALL CONC SHALL BE MIN. 2500 P.S.I.
DESIGN SOIL BEARING PRESSURE - 1500 P.S.F.
FLOOR BEAMS ARE 4x8 ON 4x4 POSTS ON 18"Ø x 8" CONC FTGS.
PROVIDE 1/2" AIRSPACE AT SIDES AND ENDS OF BEAMS IN POCKETS & FLASH POCKET BOTTOMS
EXCAVATE 18" MIN. BELOW BEAMS
FND. VENTS SHOWN ARE 24"x6" SCREENED W/ 1/4" MESH GALV HDWE. CLOTH
AND PROVIDE 1 SQ.FT. OF VENT AREA FOR EA. 150 SQ. FT. OF CRAWL SPACE
SLOPE UNDERFLOOR AREA TO DRAIN

Section Drawings:

- Section drawings, sometimes called cross sections, are what you would see if you cut vertically through a building from the tip of the roof down through the ground, and then looked at what the cut exposed. Include gutters and downspouts
- Section drawings are a useful way of displaying structural information and information about construction materials that are needed to do our code review. Full sections for residential construction are usually drawn at a scale of at least 1/4 inch =1 foot and wall section and details at a scale of least at 1/2 inch = 1 foot. Partial sections may be drawn at a larger scale to show something in detail such as footings, overhangs and stairs.
- **To obtain a building permit for new construction or an addition, you must provide section drawings that show typical building conditions.**
- For simple projects, a single section drawing showing:
  - the size of the footing and the distance between ground level and the bottom of the footing;
  - the size of the foundation wall and how high it will rise above the ground;
  - the size and spacing of structural members such as beams, joists, studs and rafters which are not shown on other drawings;
  - wall, ceiling and roof coverings and finishes;
  - wall, floor and ceiling insulation;
  - ceiling heights;
  - eaves, decks and other projections.
- For more complex buildings or additions, full sections through the work in multiple directions and at different locations may be required to fully explain the work. Separate structural section drawings or details may be required, in addition to building or architectural sections.
- For buildings containing new or revised stairways, stair details must be provided which indicate the construction materials, structural support and dimensional relationships to surrounding construction.



Sample Section Plan

- The purpose of building plans is to provide the Department of Building Safety with a complete and accurate description of your proposed project. If there is something you think you will need to explain when we review your application and plans, please put it on the drawings.

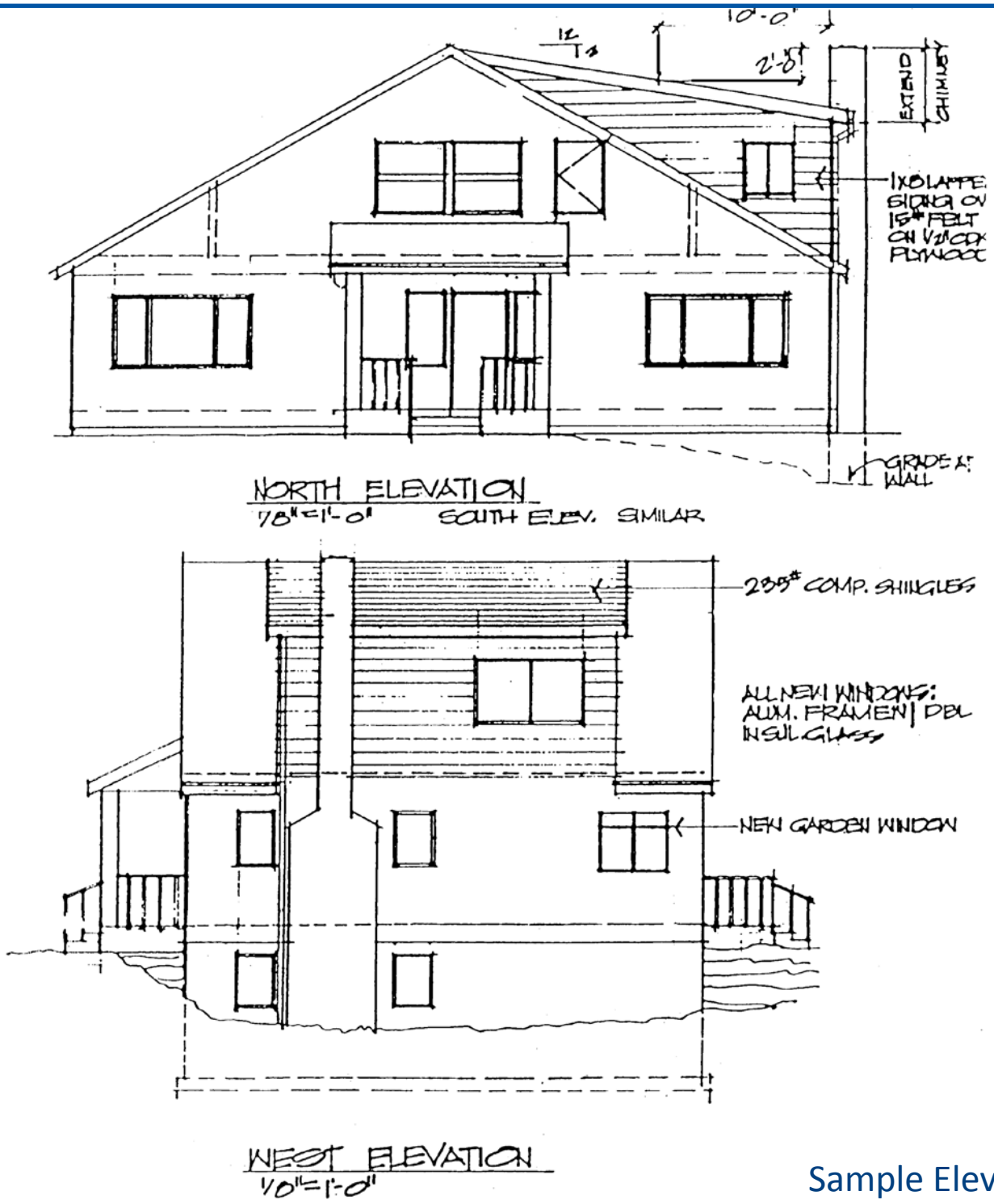
Foundation and Elevation:

Building elevation drawings are exterior views of the building, sometimes identified as front, rear, left, right; or north, south, east, west. Any project that requires a change in the exterior of the building must have building elevation drawings.

Elevations must be drawn to scale,

1/4 inch = 1 foot
is the normal scale.

Elevations show the level at which the ground meets the building, the slope of the ground where it meets the building, the vertical location, size of windows and doors, the type of siding and roofing, the height and configuration of guardrails and similar features on the exterior of the building.



Sample Elevations